



## Norton Sound Economic Development Corporation

### Higher Education and Vocational Scholarship Application Requirements and Guidelines

*Brevig Mission, Diomed, Elim, Gambell, Golovin, Koyuk, Nome, Savoonga, Shaktoolik, Stebbins, St. Michael, Teller, Unalakleet, Wales, White Mountain*

The Norton Sound Economic Development Corporation (NSED) Employment, Education, and Training (EET) Program offers scholarships to Norton Sound Residents enrolled at an accredited college, university, or vocational school. Students must submit a complete application by the appropriate deadline and satisfy all scholarship eligibility requirements. The current award amount for full-time higher education and vocational training students is \$3,500 per semester or session.

#### **Deadlines:**

- Vocational Education:** Applications must be received by or postmarked two weeks prior to the first day of instruction.
- Higher Education:** Applications must be either received by or postmarked by the dates set below:

<u>Fall Semester:</u>	<u>Spring Semester:</u>	<u>Summer Semester:</u>
June 30 <sup>th</sup>	December 1 <sup>st</sup>	May 30 <sup>th</sup>
<i>Transcript Deadline is Aug. 31<sup>st</sup></i>	<i>Transcript Deadline is Feb. 28<sup>th</sup></i>	<i>Transcript Deadline is May 31<sup>st</sup></i>
<i>(High School Students must apply by April 30<sup>th</sup> for scholarship award to be announced at graduation.)</i>		

*Late applications are not considered - Early applications are encouraged!*

#### **Complete application forms and all required attachments must be sent to:**

NSED EET Program  
2701 Gambell Street, Suite  
Anchorage, AK 99503

Applications may also be emailed as  
PDF documents to [niaomi@nsedc.com](mailto:niaomi@nsedc.com)

*If you have any questions, please call or email EET Director Niaomi Brunette at 1-800-650-2248 or 907-274-2248, or [niaomi@nsedc.com](mailto:niaomi@nsedc.com).*

## **NSEDC Scholarship Application Requirements for New Students and Continuing Students:**

1. **New Students.** All applications from new students must include the following:
  - a. **NSEDC Scholarship Application Form or Pages 3-5 and 9 of CACHE Application Form.**
  - b. **Personal Statement:** Briefly describe why you wish to attend school and what you plan to do after receiving your degree or training certificate.
  - c. **Official Transcripts:** If you have previously attended college or vocational training, provide a copy of official transcripts from each accredited institution that you have attended. If you are applying for your first year of college or training, provide your high school transcripts.
  - d. **Letter of Acceptance:** Provide a letter of acceptance from an accredited college, university, or vocational school.
  - e. **Two Letters of Recommendations:** Provide two (2) letters of recommendation from teachers, employers, or others with knowledge of your experience or potential. Please do not submit letters from immediate family members.
  - f. **Current Photograph (Optional):** Provide a current photograph of yourself.
  - g. **Residency Certification Form and Proof of Residency:** Provide a signed Residency Certification Form and at least one of the following forms of proof of residency:
    - A high school diploma from an in-region high school or high school transcripts showing an in-region address is acceptable, if you are a high school student who will be starting college or training the summer or fall semester immediately after high school graduation.
    - Proof of receipt of a Permanent Fund Dividend (PFD) at an in-region address.
    - Voter registration card showing an in-region address.
    - Government Identification Card showing an in-region address.
    - Utility bill in your name at in-region address.
    - Proof of in-region employment.
    - Proof of receipt of government benefits at in-region address.

**NOTE:** NSEDC may request additional proof of residency.
2. **Continuing Students.** Students who received a scholarship the previous semester must submit:
  - a. **Continuing Student Application Form or Continuing CACHE Application Form.** Fill out and submit either application form by the deadline.
  - b. **Residency Certification Form.** Submit a signed Residency Certification form. However, proof of residency does not need to be submitted unless requested by NSEDC.
  - c. **Transcripts, as soon as available.** Official transcripts are required after the Spring and Summer Semesters; however unofficial transcripts are acceptable for students following the Fall semester, if they are enrolled in the same school for the Spring semester. Official transcripts are not always available by the application deadline and may be submitted later. However, NSEDC will not send a scholarship award check until the official transcript from the prior semester is received.
  - d. **Transfer Students:** Continuing students who transfer to a new school must submit a new letter of acceptance, a continuing student application, and official transcripts from their prior institution.

## **NSEDC Scholarship Recipient Eligibility Requirements**

- 1. High School Diploma or GED:** Scholarship recipients must have graduated from high school or have earned a General Education Diploma (GED). This requirement does not apply to students over the age of 45.
- 2. Norton Sound Region Residency:** Each scholarship recipient must qualify as a Norton Sound Resident under NSEDC's Norton Sound Residency Guidelines or be a resident of Shishmaref, and must sign a residency certification form. Proof of current residency is required as part of the new student application and NSEDC may request new and continuing students to provide additional proof of residency. *Note:* Students may claim internships or temporary summer employment in a degree-related job as an additional allowable absence under the Norton Sound Residency Guidelines. Allowable absences do not count against the maximum number of days that an individual can be out of the region.
- 3. Enrollment:** Scholarship recipients must be enrolled in an accredited two-year associate program, four-year college or university, graduate school, or vocational institution.
- 4. Credit Load/Contact Hour Requirements:**
  - a. Full-time Students:** Except as provided below, scholarship recipients must be full-time students. To qualify as full-time students, undergraduates must carry at least 12 credits per semester or 10 credits per quarter; graduate students must carry 9 credits for fall and spring semesters or 6 credits for summer semesters; and vocational students must qualify as a "fulltime student" under the rules of the accredited institution they are attending and be enrolled in a program requiring at least 500 contact hours before completion. Exceptions may be made for:
    - i. Students who require less than 12 credits to complete their degree and will complete their degree by the end of the semester.
    - ii. Students pursuing professional flight training with the intent of applying the training toward commercial piloting. Eligible vocational training includes the pursuit of the following at an established flight training school: a private pilot's license, commercial rating, instrument rating, multi-engine rating, or Airline Transport Pilot (ATP) certificate. For students enrolled in self-paced programs or schools, only one award will be made toward the pursuit of a specific certificate/rating. Upon receiving a certificate/rating, students are eligible for further funding for subsequent certificates/ratings if all other eligibility requirements are met; and
    - iii. Vocational students enrolled in construction trades programs (principally focusing on carpentry, plumbing, mechanical, or electrical) from accredited institutions that require at least 325 contact hours before completion. Scholarships will be prorated to reflect the contact hours below 500. *For example, a 325-hour course (65% of 500 hours) would be funded at \$2,275, which is 65% of the normal scholarship amount.*
  - b. In-region, Part-time Students:** Part-time students, who do not meet the full-time credit requirements, may receive a scholarship award, if they: (i) will be physically living in the Norton Sound Region while taking classes and (ii) are enrolled in a degree program. Also, the class(es) must count towards the degree that the student is seeking. Part-time student awards are pro-rated to reflect the credit load (*E.g.*, a student taking 6 credits would receive \$1,750.) Vocational students attending short-term classes or attending school part-time are not eligible under this Scholarship program; instead, they should refer to the Community Based Training program for potential training opportunities.

5. **Higher Education Grade Point Average (GPA):** Scholarship recipients must maintain at least a 2.0GPA each semester or quarter.
6. **Financial Need:** Scholarship recipients must show financial need after other sources of funding have been considered.
7. **Ineligible Students.** Scholarship awards will not be provided to students who do not meet the requirements set forth in these guidelines. Additionally, the following are expressly ineligible for scholarships:
  - a. Students enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program.
  - b. Students taking Continuing Education Units (CEUs) unless they are also enrolled in courses creditable toward a degree or other formal award.
  - c. Students exclusively auditing classes.

### **NSEDC Scholarship Award and Appeals Processes**

1. **Award Criteria.** NSEDC strives to award scholarships to all students who submit completed applications by the deadline and who satisfy the scholarship recipient eligibility requirements. However, if the number of scholarship recipients exceeds the funds allocated for scholarships, then higher education awards will be based on financial need and GPA, and vocational education awards will be based on financial need, availability of employment opportunities for graduates from the training program, and commitment to complete training.
2. **Exceptions and Waivers.** All deadlines and eligibility requirements are strictly enforced. Only exceptions or waivers that are expressly allowed under this written policy may be considered, including the two following exceptions:
  - a. **Academic Probation:** If a continuing student receives a scholarship, but fails to meet the credit load and/or GPA requirements, the student shall be placed on academic probation for the following session. If the student does not meet the credit load and GPA requirements the following session, the student will not be eligible to receive future scholarship awards until completing a session that satisfies the credit load and GPA requirements. Part-time students will be placed on academic probation if all credits attempted and funded for a session are not earned with a GPA of 2.0 or higher. If the student does not earn all credits attempted and funded the following session, the student will not be eligible to receive future scholarship awards until completing a session in which all credits attempted are earned, while meeting the GPA requirement.
  - b. **Extenuating Circumstances:** Exceptions to the credit load and GPA requirements may be granted only to students who are forced to withdraw from school after the refund deadline or receive “incomplete” in lieu of a grade, due to (i) a death in the student’s immediate family (parent, sibling, spouse, or child) or (ii) a serious illness or injury that incapacitates the student or a student’s legal dependent for 30 days or more during the school year. Incapacitation means that an individual is obtaining inpatient treatment or cannot perform basic life functions. Verification by a health care provider is required.
3. **Residency Appeals.** Students who are denied scholarships due to the residency requirement may appeal the residency determination to the NSEDC Board Appeals Committee. If the NSEDC Appeals Committee determines that the student is a resident, the application will be reviewed to see all other requirements are met. If all requirements are satisfied, the student shall receive a scholarship award.
4. **Denial Due to Administrative Error.** If your scholarship application is denied and you believe that the denial was due to administrative error, please submit a written statement along with all supporting evidence to Tyler Rhodes at tyler@nsedc.com. Final determinations will be made based on this letter and attachments.