

Pyramid Lake Paiute Tribe
Adult Vocational Training Application Packet
Telephone numbers: PLPT Office (775) 574-1000 Fax Number (775) 574-1008
PLPT Consolidated Higher Education Office (775) 574-0300 Fax Number (775) 574-0300

Mailing Address

PLPT Higher Education Program
P.O. Box 256
Nixon, Nevada 89424

Deadline Dates

Fall semester/Academic Year: June 15th of every year
Spring Semester: October 30th of every year

Dear Tribal Applicant:

Congratulations on your decision to further your vocational skills. The Pyramid Lake Paiute Tribe is pleased to be able to assist you in your pursuit of Adult Vocational Training. Attached is the required application for the Pyramid Lake Paiute Tribe's Adult Vocational Training funding. There is required documentation, so please if you have any questions call our office.

Eligibility: To be eligible for the Adult Vocational Training Scholarship, you must be a member of the Pyramid Lake Paiute Tribe who is submitting the completed application packet by the established deadlines. A complete packet includes the following. It should be noted that INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

- Tribal Adult Vocational Training Application
- A Financial Needs Assessment (FNA) completed by the Institution's Financial Aid Office (Budget Form)
- A Formal Letter of Acceptance from the Institution or other documentation supporting attendance or intent to attend (Class Registration, etc.)
- If a continuing student, an OFFICIAL Grade Transcript from the most recent quarter/semester you've attended. Please note, grade reports, unofficial grade printouts, faxes, etc., WILL NOT BE ACCEPTED.
- A copy of your High School Diploma, GED or Adult Education Diploma are required for a first time applicant.
- A completed Student Contract • Documentation of Tribal Membership (Required only for the first time applicant)

Funding for the Adult Vocational Training Scholarship comes from two sources:

1. Bureau of Indian Education Annual Contract BIA Appropriations vary from year to year as they are determined by Congressional Appropriations. BIE funding comes with two requirements: a) Students must be enrolled in an institution eligible to receive Title IV Federal Assistance (Peil Grant, SEOG, Stafford Loans, etc.) b) Students attending must be full time as defined by the institution and the student must demonstrate an "unmet need" as determined by the Financial Aid Officer at the Institution based on requirements for the Title IV Federal Assistance (FAFSA).
2. Pyramid Lake Paiute Tribal General Fund Each year, the Pyramid Lake Paiute Tribal Council appropriates Tribal Funding into the Consolidated Higher Education Program Budget Line Item for the Adult Vocational Training Program. To be used a supplement to the BIE available funding. Use of the funding follows the same stipulations as BIE; but can also be used to assist students who do not meet BIE requirements. For students who do not demonstrate a need, or attend an institution which does not utilize Title IV funding, the Tribe may use money from the General Fund to assist tuition expenses.

What must I do first in applying for the scholarship?

Step 1. Find out if your school is eligible for Federal Aid. If so, obtain the school's code number to put it on your Free Application for Federal Student Aid (FAFSA). An application is available at the school, CHE Office or by calling 1(800) 433-3243 and having one sent directly to your home. You can also electronically file via the Internet at <http://www.fafsa.edu.gov>. It is recommended you file electronically. For returning students, you will be mailed a renewal form each year, or you can do a renewal over the internet if you have a pin number. If you have lost or not received the PIN number, it is recommended that you complete a whole new application on-line. It's only a matter of minutes and not worth the time it takes to wait for a new PIN number.

Step 2. Complete the top portion of the Budget Form (Page 3 of the Tribal Adult Vocational Training Application) and forward (mail or hand-carry) to your school's Financial Aid Office. The school will electronically receive the Student Aid Report (SAR) from your FAFSA application and will use the codes on the SAR to see what type of Federal Funding you're eligible for (PELL, SEOGA, Stafford Loans, etc.). The Financial Aid Officer will then be able to determine your "UNMET NEED" to recommend an amount to the BIE/Tribe should award you.

Free Application for Federal Student Aid (FAFSA):

FAFSA TIPS: Don't believe you don't qualify until you apply. If you feel you're over income, FAFSA may determine you're eligible for Loans. If you have to take out a loan, you have an unmet need! The Tribe will work towards replacing that loan. FAFSA takes 6-8 weeks if mailed and only 1-2 weeks if filed electronically! In addition, if a mistake is made, it can take up to four weeks to correct. For this reason alone, you should file your FAFSA as early in the year as you can. If you haven't yet filed taxes, estimate! Chances are you'll be chosen for verification anyway.

FAFSA applicants get verified! What this means is 1 of 3 students will have to provide information to their schools to support information completed on the FAFSA. The school may request a copy of your taxes, household information etc. Don't freak! Chances are you'll be chosen for verification. FAFSA considers you a dependent until the age of 24! Unless you have children, are married, or in the military, FAFSA considers you a dependent and will require your parent's income information whether you've lived with them or not. Once you've applied for FAFSA, you'll be sent a Renewal Form each year, or a PIN number to renew on-line. This saves time and prevents you from having to complete an entire application each year

What if my chosen Institution does not utilize Federal IV Funding?

The budget form attached to this application must still be completed. Many Institutions such as beauty academies, truck driving schools, etc., do not use Title IV funding. If this is the case, they can still complete the budget form. Please be advised however, most places who do not use Title IV Federal Funding (PELL Grants, SEOG, Stafford Loans, etc.) also cannot list general living expenses when calculating your budget (such as travel, misc. room/board, etc.). This results in the Financial Aid Officer listing a lower amount for your needs.

Other AVT Application Tips:

- Most Adult Vocational Training centers are twice as expensive as colleges. Please be informed of the complete expenses involved with attending your school. Remember, funding from the Tribe is meant to assist you in your training but does not pay 100% of your training. You are urged to seek other sources of funding to assist you.
- The Inter-Tribal Council of Nevada (ITCN) Native Workforce and Development generally has vocational funding available for which you may qualify for. Give the ITCN Native Work Force and Development Office a call to see how you might apply. You can also visit them on their Website itcn@sdi.net or call them (775) 355-0600 ext. 113, to see what type of assistance their office can best help you with.
- Most vocational training centers make it very easy for you to begin vocational training programs by granting you a loan almost immediately. Be careful! Often times loan amounts are only enough to cover tuition costs. Many times awards from the Tribe have been applied to the students existing loan leaving no funding for the student to use as living expenses while attending school.
- Make sure your Institution's credits can be transferred. For example, credits from Career College or Morrison College will not transfer to Truckee Meadows Community College should you decide to transfer.

Application Timeline:

Fall Semester/Academic Year:	Application Deadline: June 30th of each academic school year. Reviewed by the Consolidated Higher Education Committee in July. Final approval: August during the Pyramid Lake Paiute Tribal Council meeting.
Spring Semester;	Application deadline: November 30th for new spring applications. Reviewed by the Consolidated Higher Education Committee the 1st week in December. Final approval: Mid-December during the Pyramid Lake Paiute Tribal Council meeting.
Summer School	No applications are accepted, the Consolidated Higher Education Program does not provide funding for summer school.

**Pyramid Lake Paiute Tribe
Application for Adult Vocational Training Scholarship**

Information Record	Personal Information
Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Last First Middle Initial </div> Address: _____ City, State, Zip: _____ Telephone (____) _____	Tribal Enrollment No: _____ Social Security No: _____ -- ____ -- ____ Date of Birth: ____ / ____ / ____ No. of Dependents: _____ Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow
In case of Emergency contact: _____ _____	Request #: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd

Education Information:

Highest grade completed: _____ Do you have the following: HS Diploma GED
 N/A Other

Type of training you are interested in: _____

Institution you are applying for: _____

Address of the Institution: _____

Dates you plan on attending: _____

About the program:

About the Program: Program Title: _____ Length of Program <input type="checkbox"/> 6 months. <input type="checkbox"/> 9 months. <input type="checkbox"/> 12 months. <input type="checkbox"/> 18 months. <input type="checkbox"/> 24 months. <input type="checkbox"/> Other: _____ Have you already started the program? If so, how long have you attended. _____ Grading periods are: <input type="checkbox"/> Monthly <input type="checkbox"/> Every 8 weeks. <input type="checkbox"/> Every 10 weeks. <input type="checkbox"/> Trimester <input type="checkbox"/> Semester <input type="checkbox"/> Other: _____ When do you expect to graduate from this program: _____?
*Please note any AVT Program that exceeds 24 months, cannot be funded by the BIA/PLPT. Briefly explain your short term goal by enrolling in this program: _____ _____ _____
Explain your long term goal benefiting from this program: _____ _____ _____
Have you completed a Free Application for Federal Student Aid (FAFSA) <input type="checkbox"/> Yes <input type="checkbox"/> No Is the Institution able to receive Federal Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employment Record:

Employer Name: _____	Job Title: _____	From: _____	To: _____
Employer's Address: _____ _____ _____	Description of job duties: _____ _____ _____		
	Reason for leaving: _____		
Employer Name: _____	Job Title: _____	From: _____	To: _____
Employer's Address: _____ _____ _____	Description of job duties: _____ _____ _____		
	Reason for leaving: _____		

TO BE INITIALED BY APPLICANT FOR TRAINING ONLY:

I hereby apply and plan to attend the school on this application and agree to follow all rules, regulations and attendance requirements of the school and to do the best of my ability and shall satisfactory complete the _____ program which I selected. I further agree that the funding issued to me for training purposes by the Bureau of _____ Indian Education and the Pyramid Lake Paiute Tribe will be used for such purpose. I understand that if I am _____ eligible for other training funds, this will be included when computing my Financial Aid Packet Form. I authorize _____ the school to release grades, attendance and income information to the Pyramid Lake Paiute Tribe's _____ Consolidated Higher Education Director/Coordinator. _____
(Applicant Initials)

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT:

1. The authority for solicitation of the information on this form is 25.U.S.C 13 (42 Stat. 208) and PL 84-959 (70 Stat. 986) as amended by PL 88-230 (77 Stat. 471, 25 USC. 309).
2. Disclosure of the requested information by the applicant is voluntary, but required to obtain benefits.
3. The purpose of this information collection is to determine your eligibility for services.
4. The routine uses of this information by BIE and school counselors to evaluate your request and to assist you before and during your training. After completion of training, parts or all of the information will be provided to employers who are considering you for employment. The application will be used in a routine manner by counselors working without who need background information and by those people involved in financial control will be need budgeting information contained in the application.
5. Failure to provide requested information may result in a delay or denial in receiving training or job placement assistance you are seeking.

I have read the above statement. I hereby provide the required information and authorize the use of such information to the extent of the uses specified in the statement.

Applicant's Signature _____
Date

NOTE: A COMPLETE APPLICATION CONSISTS OF:

- o Completed Application
- o Financial Aid Package Form
- o Student Contract Agreement
- o Acceptance Letter from Institution
- o Proof of Tribal Membership
- o Previous OFFICIAL COLLEGE TRANSCRIPT
- o First time applicant must submit a copy of High School Diploma or GED
- o Course / Program Outline of which applying or attending

**Pyramid Lake Paiute Tribe
Consolidated Higher Education Program**

Student Contract

This contract is made and entered into for the () Fall 20 ____ - () Spring Semester 20 ____ for which this scholarship award is granted. The student making an application for funding recognizes that this application is between the student and the Pyramid Lake Paiute Tribe (PLPT), Consolidated Higher Education Program for the receipt of the Higher Education Program, Adult Vocational Program or the Enrichment Scholarship Program; and hereinafter shall be called the SCHOLARSHIP RECIPIENT.

Initial each section:

THE SCHOLARSHIP RECIPIENT

- _____ 1. I, the scholarship recipient, have read and understand the PLPT's (check applicable program)
 Higher Education Adult Vocational Training Enrichment
guidelines. As the scholarship recipient, I understand I must abide by these guidelines in order
to be funded by the Pyramid Lake Paiute Tribe Consolidated Higher Education Program.
- _____ 2. I, the recipient, shall complete and submit a Pyramid Lake Paiute Tribe Consolidated Higher
Education application, a FAFSA Application and Financial Aid Packet Form each academic year
with all the required information by the established deadline dates.
- _____ 3. Complete and submit all financial aid forms as required by the Institution for each academic
year by the specified deadline including the FAFSA, even though I may be ineligible.
- _____ 4. Upon the recipient's completed application, the Pyramid Lake Paiute Tribe Consolidated
Higher Education Program shall provide minimal financial assistance for the term (semester/
quarter/trimester) based on need and the amount specified in the award letter. I understand
if I am determined to not show a need, I will still be eligible for Tribal Funding as my inherited
right as a member of the Pyramid Lake Paiute Tribe.

On question 5, please initial only the scholarship you are applying for.

- _____ 5. As a Higher Education Scholarship recipient, (undergraduate) I shall maintain full time
status earning no less than 12 credit hours with a Grade Point Average of no less than 2.0
at the end of the regular semester or quarter to remain eligible for financial assistance
- _____ As an Enrichment Scholarship recipient, I shall earn no less than the credits for which I am
applying for with a Grade Point Average of no less than 2.0 at the end of the regular semester
quarter to remain eligible for financial assistance.
- _____ As a Graduate Student, I understand I must maintain the maximum number of credits
allowed for my respective program.
- _____ 6. I understand if I do not maintain the minimum GPA, that I could be put placed on academic
probation for the next semester,
- _____ 7. I, the recipient, understand that if I do not complete the probationary semester with the
minimum grade point average, my funding will be suspended until I can earn 12 credits with
a 2.0 grade point average through other sources.
- _____ 8. I, the recipient, understand that I will be responsible for paying back the tuition for the number of
credits dropped and that future funding will be suspended if payment arrangements are not made.
- _____ 9. I, the recipient, shall use awarded funding for educational expenses.

- _____ 10. The recipient shall submit to the PLPT Consolidated Higher Education Office within 30 days after each term/semester/quarter an OFFICIAL TRANSCRIPT. ANY UNOFFICIAL TRANSCRIPT WILL NOT ACCEPTED.
- _____ 11. The recipient shall attend the institution named in the award letter. No transfer of scholarship funds between institutions during the semester shall be allowed.
- _____ 12. I, the recipient, understand if I've applied for the Academic Year and do not attend school in the Fall, my application will become void and I must re-apply at the next applicable deadline. Funding will not be held for me.
- _____ 13. The recipient, in requesting future scholarships, must submit a completed application by the following deadlines

Applications Submitted: **Higher Education Application**
 Enrichment
 Application Adult Vocational Training

Academic Year: **Fall June 30th by 4:30 p.m. of each year**
 Spring Nov. 30th by 4:30 p.m. of each year

Adult Vocational Training: **October 30th by 4:30 p.m. of each year**
 June 15th by 4:30 p.m. of each year

- _____ 14. I understand there will be no extensions given if all required documentation is not submitted by the deadline date and that my incomplete application will not be considered.
- _____ 15. The recipient shall pursue a degree program leading to an Associates of Arts, Baccalaureate, Master's, Doctorate's or Post-Doctorate's Degree.
- _____ 16. The recipient shall submit a degree outline from his/her student counselor of classes associated with degree program. The degree outline shall be submitted with the scholarship application at the beginning of the school year.
- _____ 17. The recipient, 60 days after graduation, will notify the PLPT Consolidated Higher Education Office, of his/her graduation date, degree conferred, major and a copy of their diploma.
- _____ 18. I, the recipient. accept and shall abide by all the conditions stipulated in the terms above and will be bound by the responsibilities and consequences thereof.
- _____ 19. I give permission to allow the PLPT Consolidated Higher Education Office to review G.P.A., class registration and other information as necessary either by telephone, letter or email.
- _____ 20. I understand I have the right to appeal any decision made regarding my application, in accordance to the PLPT Consolidated Higher Education Policies and Procedures.

STUDENT'S SIGNATURE: _____ **DATE:** _____

ED. COORDINATOR'S SIGNATURE: _____ **DATE:** _____

Each applicant is urged to obtain an email address. For those who do not have one, free email addresses are available through www.yahoo.com or www.msn.com (Hotmail) plus other various sites.

My email address is: _____

FINANCIAL AID PACKAGE FORM-HIGHER EDUCATION FUNDING

PART I: TO BE COMPLETED BY STUDENT AND THEN FORWARDED TO INSTITUTION'S OFFICE WITH STUDENT'S AID REPORT

Student demographics	
Name:	Social Security Number:
Home address:	Telephone Number:
PO Box	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Other
City	Number of dependents
State	Student will be living: <input type="checkbox"/> On Campus <input type="checkbox"/> Off Campus
Zip code	College Credit/Hours earned to date:
	Degree/Major program title: Family Development

If residing off campus, please give a brief explanation: _____

Please send me the necessary application for applying for Adult Vocational administered financial aid. Attached is a copy of the Pyramid Lake Paiute Tribe's Scholarship Application that I have submitted for BIA/Tribal consideration for financial assistance. The Pyramid Lake Paiute Tribe's Consolidated Higher Education Office will need the additional financial aid information as listed in Part II before any action can be taken on my application. When all information is on file in your office, please complete and forward Part II or a similar form to:
 Pyramid Lake Paiute Tribe-Consolidated Higher Education Office- P.O. Box 256, NIXON, NEVADA 89424
 Telephone: (775) 574-0300 FAX Number (775) 574-1008 OR (775) 574-0302

Students Signature _____

Tribal Enrollment number _____

Date _____

PART II: TO BE COMPLETED BY THE FINANCIAL AID OFFICER

This student has applied to the Pyramid Lake Paiute Tribe's, Consolidated Higher Education Program for BIA/Tribal Education Funding. Verified financial need information is necessary through your office before we can take action on this application. We appreciate your assistance in filling out this form or a form like this form sent to the above listed address.

Student information	
Budget Period Dates From: _____ To: _____	Date School/Training Starts: _____
Grading Period: <input type="checkbox"/> Semester <input type="checkbox"/> Trimester <input type="checkbox"/> Quarterly <input type="checkbox"/> Other explain: _____	
This student is considered: <input type="checkbox"/> Independent <input type="checkbox"/> Dependent	
This student's needs cannot be calculated as <input type="checkbox"/> Additional information is needed and the student	
<input type="checkbox"/> Student did not apply for FAFSA (Pell)	
<input type="checkbox"/> School is not listed on SAR	
<input type="checkbox"/> Other explain; _____	
Student was notified by our office on this date: _____	

Total cost of attendance: _____

Contributions		Resources		Financial Need	
Parent Contribution		FSEO		Tuition/Fees	
Student Contribution		Pell Gran		Room/Board	
Spouse Contribution		NDSL		Books	
VA Benefits		Scholarships		Transportation	
Social Security		Voc. Rehab.		Other Expenses	
Welfare/AFDC		SL		Contribution total	
Contribution total		Other SL			
		Contribution total			

We recommend the Tribe consider awarding this student \$ _____

Signature: _____
 (Financial Aid Officer) (Date) (Telephone number)

Name of Institution: _____

Address: _____

Our school is on: Semester Quarter Trimester Certificate _____ Months

