

**ADULT VOCATIONAL TRAINING  
SKY PEOPLE HIGHER EDUCATION PROGRAM**

**PROCEDURES AND CHECKLIST**

Name: \_\_\_\_\_ ENROLLMENT: \_\_\_\_\_

The Adult Vocational Training Program provides financial assistance to Northern Arapaho Tribal members. The AVT program supplements a portion of the student's educational costs for vocational and professional training. Therefore, students must apply for all available campus-based financial aid and other funding sources. (i.e. Pell Grant, CWS, SEOG, etc.). Student applicants must reside in Fremont or Hot Springs Counties, Wyoming, thirty (30) days prior to vocational training.

The Sky People AVT program requires the following application procedures and required documents to assure the application process is completed by the deadline dates:

<b>Fall Semester-</b>	<b>June 15th</b>
<b>Spring Semester-</b>	<b>November 15th</b>
<b>Summer Semester-</b>	<b>April 15th</b>

**The student is responsible for completing all paperwork!**

**CHECKLIST**

1. \_\_\_\_\_ Initial visit / personal interview (Sky People Contract Report) complete data on individual's background, provide vocational counseling, assist in determining course of study, potential & preparation for training, employment plan.
2. \_\_\_\_\_ Sky People Adult Vocational Training(AVT) application
3. \_\_\_\_\_ Apply for admission to an approved accredited institution.  
Admission/application fee is the student's responsibility.
4. \_\_\_\_\_ Personal Letter requesting financial assistance stating need for funding, educational Goals, program plan of study, course outline, length of program, type of certification, diploma, licensing, plans after completion of training, employment plan.
5. \_\_\_\_\_ Letter of Acceptance from the accredited institution for a vocational training program.
6. \_\_\_\_\_ Financial Needs Analysis (prepared and signed by institution's Financial Aid Officer). Student's responsibility to see the form gets to the Financial Aid Office.
7. \_\_\_\_\_ Official transcripts with raised seal (1)high school (2)GED Scores/Certificate (3)vocational school (4) College transcripts.

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- 8.\_\_\_\_\_ Certificate of Indian Blood.
- 9.\_\_\_\_\_ Statement of Privacy.
- 10.\_\_\_\_\_ Semester and Transcript Release Form.
- 11.\_\_\_\_\_ Tuition Payment Agreement
- 12.\_\_\_\_\_ Per Capita Deduction Agreement
- 13.\_\_\_\_\_ Application for Housing. Room/Board/housing is student's responsibility. Check for deadlines and required deposits to reserve housing at the school.
  - A. College dormitory/married, single parent off campus living.  
Room deposits and monthly rent payments are the student's responsibility!

**COPIES OF THE FOLLOWING**

- 14.\_\_\_\_\_ Marriage certification/divorce or legal separation documents, legal custody.
- 15.\_\_\_\_\_ Birth certificate for Applicant and each family member/dependents.
- 16.\_\_\_\_\_ Certificate of Indian Blood for each family member/dependent.
- 17.\_\_\_\_\_ Social Security card for Applicant and each family member/dependent.
- 18.\_\_\_\_\_ Discharge papers (Veterans – Form D D214)
- 19.\_\_\_\_\_ Physical Examination and Immunization Record.
- 20.\_\_\_\_\_ Aptitude Test Result (GATB, TABE, Compass, ACT or other placement test)
- 21.\_\_\_\_\_ Copy Student Aid Report (SARs) or FAFSA form, (Optional-Tax Information 1040/1040A)
- 22.\_\_\_\_\_ **Provide transcripts at the end of each semester that the student is funded.  
Due to the Privacy Act, the student is responsible for the request to send the official transcripts from the school to Sky People.**
- 23.\_\_\_\_\_ **Does the student owe Sky People a transcript from previous scholarship funding?**