



**Susanville Indian Rancheria  
Adult Vocational Training Policy**

*Amended and approved by the Tribal Business Council on September 1, 2009.*

**Purpose:**

Assist Susanville Indian Rancheria tribal members to acquire the job skills necessary for full-time employment. Institutional, apprenticeship, or on-the-job training courses shall not exceed twenty-four (24) months in length, with the exception that Registered Nurses training may be for periods not to exceed thirty-six (36) months. A Higher Education Committee shall be formed consisting of the following: a Tribal Business Council representative, Tribal/LIHC staff member, and the Tribal Programs Manager.

**SIR Scholarship:**

- ☛ All applicants must be an enrolled member of the Susanville Indian Rancheria and submit a completed Higher Education Application to the Tribal Office.
- ☛ All required documents must accompany the application in order to process the applicants request in a timely manner (Refer to page 3 for list of Required Documents).
- ☛ The Higher Education Committee will convene to review the application within ten (10) working days from the date the application is stamped received.
- ☛ If further documentation is needed to process the application, the applicant shall be notified in writing. The applicant shall have thirty (30) working days to respond before the application will become “inactive” and a new application will have to be submitted in order to be processed.
- ☛ The Tribal Fiscal Department will process checks each week. All scholarship checks will be mailed to the applicant from the Tribal Fiscal Department. A photocopy of the check will be sent to the Tribal Office for inclusion in the Applicants file.

**BIA Scholarship:**

- ☛ All applicants must be an enrolled member of the Susanville Indian Rancheria and submit a completed Adult Vocational Training Application, along with a Financial Needs Analysis completed by the Financial Aid Officer of the college or university the student is planning on attending, to the Tribal Office.
- ☛ All required documents must accompany the application in order to process the applicant’s request in a timely manner (Refer to page 3 for list of Required Documents).
- ☛ The Higher Education Committee will convene to review the application within ten (10) working days from the date the application is stamped received. The amount awarded to the applicant will be determined by available funds and the stated unmet need.
- ☛ If further documentation is needed to process the application, the applicant shall be notified in writing. The applicant shall have thirty (30) working days to

respond before the application will become “inactive” and a new application will have to be submitted in order to be processed.

- ☛ The Tribal Fiscal Department will process checks each week. All scholarship checks will be mailed to the applicant from the Tribal Fiscal Department. A photocopy of the check will be sent to the Tribal Office for inclusion in the Applicant’s file.

**Eligibility Requirements (Applies to both SIR and BIA Scholarship Programs):**

- ☛ Must be an enrolled member of the Susanville Indian Rancheria.
- ☛ Must have received their High School diploma or GED.
- ☛ The institution the applicant is applying to attend must be accredited by a recognized national or regional accrediting association or the institution must be approved for training by a state agency authorized to make such approvals and it is determined that there is reasonable certainty of employment for graduates of the institution in their respective fields of training.
- ☛ On a case by case basis, the Higher Education Committee shall determine what will constitute full-time status for on-line/correspondence Universities.

**SIR/BIA Scholarship Award Determination:**

- ☛ The award amount shall be \$1,000 per semester or \$500 per quarter. Awards will be subject to the availability of funds.

**Required Application Documents (Applies to both SIR and BIA Scholarship Programs):**

- ☛ Complete SIR Adult Vocational Training Application.
- ☛ Proof of High School Diploma or GED (the student will only be required to submit this document with the first application and it will not be necessary with subsequent applications).
- ☛ Proof of Registration.
- ☛ Current class schedule or letter from the admissions office to verify enrollment.
- ☛ A copy of the course outline for completion of your certification (the student will only be required to submit this document with the first application).
- ☛ Completed Financial Needs Analysis (if applying for BIA funds).
- ☛ Current College Transcripts (if you are a returning applicant).
- ☛ Copy of Official Financial Aid Awards Letter from the institution that the applicant will be attending to verify that the applicant has applied for other resources.
- ☛ A written declaration of the applicants’ intent to accept full-time employment as soon as possible after completion of training.

**Scholarship Award Process (Applies to both SIR and BIA Scholarship Programs):**

- ☛ Once a completed application is received with all the required documents attached, the Higher Education Review Committee will make an award determination within 10 business days of receipt of the application.
- ☛ A Scholarship Award Letter will be sent to the applicant notifying them of their award status.
- ☛ A copy of the Scholarship Award Letter and the Scholarship Eligibility Checklist will be sent to the Casino Fiscal Department for the processing of the scholarship award.
- ☛ The Tribal Programs Manager will place all original documents into the applicant's file.
- ☛ All Higher Education/Adult Vocational Training files will be kept at the Tribal Office.
- ☛ If the applicant is applying for BIA funds, a copy of the Scholarship Award Letter will be sent to the Financial Aid Officer who completed the Financial Needs Assessment.
- ☛ Remember to submit your application and required documents early, as the entire process can take up to three weeks.
- ☛ Students **must** submit their grades for the semester/quarter for which they received a scholarship award within 30 days after the close of the semester/quarter. No further scholarships will be awarded until the grades have been received at the Tribal Office.
- ☛ It shall be the responsibility of the student to keep the Higher Education Committee informed of address changes, student status, change of income level, change of phone number, or information regarding transferring to another educational institution.

**Conditions for Continued Scholarship Funding (Applies to both SIR and BIA Scholarship Programs):**

- ☛ A student will be placed on academic probation and/or scholarship suspension:
  - ✓ If a student does not meet a minimum academic standard of a 2.0 GPA in the semester/quarter for which they were awarded a scholarship.
  - ✓ If a student fails to maintain acceptable academic standing at the Vocational Training site, college or university.
  - ✓ If a student fails to uphold social conduct within the policies and rules of the institution attended.
  - ✓ If a student fails to use the scholarship award for the intended purpose and/or the student is dismissed from school.
- ☛ A student who has been placed on academic probation and/or scholarship suspension will be notified, in writing, by the Higher Education Committee.
- ☛ Once a student has been placed on academic probation and/or scholarship suspension, the student must reimburse the Susanville Indian Rancheria any unused funds and must attend the next semester/quarter at their own expense.
- ☛ No scholarship shall be awarded to students who are in default with their Tribal Scholarship Program.

<b>Revision Date(s):</b> 5/15/2007; 12/18/2007; 08/15/2008; 8/21/2009	<b>Revisions Approved by TBC:</b> 6/5/2007; 12/18/2007; 8/19/2008; 9/1/2009
--	--



## ADULT VOCATIONAL TRAINING GRANT / SCHOLARSHIP APPLICATION

All information requested is voluntary; however, failure to fully complete all applicable parts may result in delays in processing this application or make it difficult to process at all.

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Marital Status:  Single  Married  Divorced

No. of Dependents: \_\_\_\_\_ Veteran:  Yes  No State of Residency: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_ Enrollment No.: \_\_\_\_\_

Name of High School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Date of High School Equivalency or GED (if applicable): \_\_\_\_\_

Type of Diploma:  High School  High School Equivalency  GED Certificate

Application Request for Academic Year 20\_\_\_\_ to 20\_\_\_\_  Spring  Fall

Full-time  Part-time Number of Units: \_\_\_\_\_ Duration of AVT Course: \_\_\_\_\_

Name and Address of AVT Program Selected: \_\_\_\_\_

\_\_\_\_\_

Description of Course: \_\_\_\_\_

\_\_\_\_\_

Type of Degree/Certificate: \_\_\_\_\_

Have you received an SIR scholarship grant before?  Yes  No If yes, when? \_\_\_\_\_

Number of semester/quarter hours (credits) earned: \_\_\_\_\_

**STATEMENT OF EDUCATION PURPOSE: I declare that I will use any funds I receive under the Susanville Indian Rancheria Higher/Post Graduate Education Grant/ Scholarship Program solely for expenses connected with attendance at:**

---

*Name of College or University*

**PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT**

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974. Although furnishing personal information to the Susanville Indian Rancheria tribal office is voluntary, failure to supply complete and accurate information may preclude the applicant from eligibility for assistance under this program.

This information is being collected to determine eligibility of individuals applying for services. This information will be used to produce statistical records required of the Susanville Indian Rancheria. Response to this request is required to obtain a benefit.

I hereby certify that the above information on this form is true and correct to the best of my knowledge and consent to the release of this information to necessary agencies to complete my application to receive an SIR Scholarship. If I receive BIA funds, I request any Susanville Indian Rancheria Education grant awarded be mailed to me in care of the financial aid office of the institution and if I receive tribal funds, I request any scholarship money awarded be mailed to me at the address listed on the Higher Education application form (unless I have provided an updated address before the award is mailed to me and then I request that the award be mailed to that address). I will provide a copy of my grades or transcripts to the Susanville Indian Rancheria tribal office at the end of each term. My signature below indicates that I have read and understand the terms of the Higher Education Program Policy.

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_



Susanville Indian Rancheria  
 745 Joaquin Street  
 Susanville, CA 96130

**FINANCIAL NEEDS ANALYSIS**

Student Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

**\* MAIL THIS FORM TO THE EDUCATIONAL INSTITUTION THAT YOU WISH TO ATTEND**

**TO BE COMPLETED BY THE FINANCIAL AID OFFICER**

The Financial Aid Officer shall do the following:

1. Complete the FNA only after a student has submitted the required financial aid forms (i.e., CSS, ACT, PELL)
2. Consider all financial aid programs for which students qualify when determining the financial aid package
3. Complete each line item under Expenses and Resources
4. Indicate only the direct educational expenses of the applicant

Month \_\_\_\_\_ Year \_\_\_\_\_ TO Month \_\_\_\_\_ Year \_\_\_\_\_

**School Expenses:**

Tuition & Fees \$ \_\_\_\_\_  
 Books & Supplies \$ \_\_\_\_\_  
 Room & Board \$ \_\_\_\_\_  
 Transportation \$ \_\_\_\_\_  
 Personal Expenses \$ \_\_\_\_\_  
 Child Care \$ \_\_\_\_\_  
 Other (List) \$ \_\_\_\_\_

Student Contribution \$ \_\_\_\_\_  
 Parent Contribution \$ \_\_\_\_\_  
 Spouse Contribution \$ \_\_\_\_\_  
 Veteran's Benefits \$ \_\_\_\_\_  
 Social Security \$ \_\_\_\_\_  
 Welfare \$ \_\_\_\_\_  
 Other (List) \$ \_\_\_\_\_

**Resources:**

PELL \$ \_\_\_\_\_  
 SEOG \$ \_\_\_\_\_  
 Work Study \$ \_\_\_\_\_  
 SSIG \$ \_\_\_\_\_  
 CWS \$ \_\_\_\_\_  
 NDSL \$ \_\_\_\_\_  
 Tuition Grant \$ \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

**Total Resources** \$ \_\_\_\_\_

Student Financial Need Recommended (*Expenses minus Resources*) \$ \_\_\_\_\_

We recommend that the Tribe consider awarding this student \$ \_\_\_\_\_

\_\_\_\_\_  
*Signature of Financial Aid Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*School Name & Address*

RETURN FORM TO: Susanville Indian Rancheria  
 745 Joaquin Street  
 Susanville, CA 96130

Telephone: 530-257-6264  
 Facsimile: 530-257-7986