



Afognak Native Corporation

215 Mission Road, Suite 212
Kodiak, Alaska 99615
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HIGHER EDUCATION PROGRAM: POLICIES, GUIDELINES AND PROCEDURES

Afognak Native Corporation (ANC) is administering the Higher Education Program for the 2010-2011 academic year. Applications are available beginning January 1, 2010 for the annual selection process. **HEP APPLICATIONS MUST BE POSTMARKED BY March 12, 2010.** Funding is awarded annually and scholarship recipients will be announced at the ANC Annual Meeting to be held in May.

PROGRAM DESCRIPTION / BACKGROUND

The Afognak Higher Education Program is designed to recognize and provide financial support to students with demonstrated scholastic ability that are seeking higher education in the traditional university, vocational education, and other students.

WHO MAY APPLY

1. The Higher Education Program awards scholarships to voting Afognak Native Corporation Shareholders and their lineal descendants as defined by Alaska Native Claims Settlement Act (ANCSA) of 1971, including legally adopted children. (43 U.S.C.A. §1601).
2. Applicants must be accepted to, or enrolled in, accredited institutions, universities or colleges, vocational or trade schools.
3. *Qualified* Employees and Board Members who also meet all other requirements under “**Who May Apply**”, are eligible.
4. Applicants must be a high school graduate or have your GED by the start of your postsecondary education to be eligible to apply for HEP funding.
5. Applicants can apply for funding under one of the following categories:

Full-Time Students: This category is for students who will be attending school full-time during the 2010-2011 academic year. Full-time traditional college or university status is defined as follows:

- a. Undergraduate – 12 or more credit hours.
- b. Graduate – 9 or more credit hours.

Part-Time Students: This category is for students who will be attending school part-time during the 2010-2011 academic year. Part-time traditional college or university status is defined as follows:

- a. Undergraduate – less than 12 credit hours
- b. Graduate – less than 9 credit hours.

Vocational Education: This category is for students who are preparing for professions that are non-academic and directly related to a trade, occupation or vocation during the 2010-2011 academic year.

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APPLICATION PROCEDURES

1. Each applicant must submit a completed HEP application packet. Incomplete application packets will not be reviewed.
2. A complete application packet includes the following:
 - a. Complete pages 1 through 7 of the HEP application form. If questions do not apply, applicant will write "N/A" (not applicable);
 - b. Proof of eligibility:
 - i. If the applicant is a voting ANC shareholder, provide their ANC shareholder identification number; or
 - ii. If the applicant is a descendant of a voting shareholder, provide the shareholder's identification number. If the applicant does not know the shareholder identification number the applicant may include a copy of the shareholder's birth certificate;
 - c. Most recent high school or college official transcript (whichever is applicable). Students may submit an unofficial (copy) transcript; however, an official transcript is required at the beginning of the academic year;
 - d. First time applicants provide a letter of acceptance from educational institution;
 - e. All applicants must complete and sign the Planned Budget Sheet.
 - f. Provide a copy of the tuition and related expenses from the educational institution; and
 - g. Two (2) Letters of Assessment. One Letter of Assessment must come from an individual who knows the applicant's scholastic or leadership ability, such as a present or former faculty member or employer. One of the following sources may write the other Letter of Assessment:
 - i. A faculty member,
 - ii. An employer,
 - iii. An individual who knows the applicant well; such as a minister, priest, doctor or elder in your community,

No Letter of Assessment from the applicant's relatives will be accepted.
 - h. Letter of Application no more than two pages describing the applicant's personal history, educational goals, leadership/contribution to community/character, and benefits for the Alutiiq people;
3. Students who are re-applying must submit the above information, but may re-submit copies of their Letters of Assessment from the previous year (for a maximum of one year), meaning the student is allowed to use his/her Letter of Assessments a total of two consecutive years.
4. Questions should be directed to the Afognak Native Corporation HEP Program. Applicants may contact the Program to ask for copies of their scholarship applications, blank score sheet, blank Rubric form, to contact the Scholarship Committee, or other inquiries.

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5. All items listed above must be mailed, faxed, e-mailed or delivered in person to:

Afognak Native Corporation
Higher Education Program
215 Mission Road, Suite 212
Kodiak, Alaska 99615
scholarships@afognak.com
Phone (907) 486-6014 / 1-800-770-6014
Fax (907) 486-2514

6. A HEP applicant may also apply for Career Enhancement Opportunities (CEO) and Internship Program funding during the same year. CEO funds cannot be awarded for the same purpose.

REVIEW PROCESS

Afognak Native Corporation Board of Directors appoints a Scholarship Committee to select recipients of HEP awards. Members of the Committee are named on the basis of their knowledge and interest in the educational development of Alaska Natives.

The Scholarship Committee considers all information and completeness of your application. The Committee scores each application in a variety of categories:

Full-time and Part-time applicants: Neatness of Application Packet, Scholastic Achievement, Cost of Program, Letter of Assessment, and Letter of Application, no more than two pages, which includes Personal History, Educational Goals, and Leadership/Contribution to Community/Character.

Vocational applicants: Neatness of Application Packet, Cost of Program, Letter of Assessment, and Letter of Application, no more than two pages, which includes Personal History, Educational Goals, and Leadership/Contribution to Community/Character.

DISBURSEMENT OF FUNDS

1. HEP funds will be disbursed directly to the educational institution.
2. Any exceptions will be determined by the Scholarship Committee on a case-by-case basis.
3. The full amount of the funding awarded will be distributed equally between the academic terms the student anticipates attending in one year, up to four terms per year.
4. ANC HEP funding checks will not be sent out until:
 - a. An official transcript from the educational institution from the **previous** academic period has been sent; and
 - b. Proof of enrollment (i.e. Current class schedule) for the **current** academic period has been sent.
5. HEP funds can be applied towards the following expenses: tuition, books, fees, supplies, travel and reasonable living expenses in conjunction with the student's post-secondary education, which the Scholarship Committee may determine as acceptable costs.

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SUCCESSFUL APPLICANT RESPONSIBILITIES

1. **COMMUNICATION** – Notify the Program immediately if there is a change to your mailing address, institution/program attending, or enrollment status (full-time vs. part-time).
2. **PLEDGE SHEET** – The applicant must sign a Student Pledge Sheet that explains the applicant's responsibilities and acknowledges receipt of the Student Pledge Sheet before funds are released.
3. **PROOF OF ENROLLMENT** – HEP recipient must provide proof of enrollment (i.e. a class schedule, unofficial transcript that indicate your enrollment, or letter from the educational institution verifying enrollment).
4. **TRANSCRIPTS** – Recipients of HEP funds must mail an official transcript at the beginning of each academic **year**, and an unofficial transcript will be required at the end of each academic **period**. ANC funding checks will not be sent out until:
 - a. An official transcript from the educational institution from the **previous** academic period has been sent; and
 - b. Proof of enrollment (i.e. Current class schedule) for the **current** academic period has been sent.

If the recipient fails to submit their transcripts to ANC, future applications will not be considered, and any awards approved for the recipient will be withheld until the transcript requirements are met. If the recipient fails to meet the requirements within one year, the funds will revert back to ANC.

5. **GRADE POINT AVERAGE (GPA)** – The recipient **must maintain a cumulative 2.0 grade point average** (GPA) If a recipient's GPA falls below this criteria, the recipient will be placed on probation for one term. If these conditions are not met following the one term probation period, funding will be discontinued until the GPA requirement is met. A recipient may not apply for future funding until GPA requirement is met.
6. **TEMPORARY CHANGE IN STATUS (FULL-TIME TO PART-TIME)** – A recipient who receives funding to attend school full-time must maintain full-time status during the academic period in which the recipient applied for HEP funding. Failure to maintain full-time status but moving to part-time status will result in the recipient being placed on probation for one term and an adjustment of funds for the subsequent term. If these conditions continue two consecutive terms, funding will be discontinued and the recipient may not apply for future funding until full-time status is maintained for one academic term.

Recipients may be exempt who fail to maintain their full-time status due to situations beyond their control, such as a death in the family, illness, or a family emergency. Recipients seeking an exemption are responsible to notify the Scholarship Committee of their extenuating circumstances. The Scholarship Committee will determine exemptions on a case-by-case basis.

7. **CHANGING OF INSTITUTION/PROGRAM** – Once a financial award has been made to a recipient, the recipient must notify the ANC Scholarship Program if they are changing institutions or programs during the funding year. Funding awards are based upon the institution/program identified in the recipient's application. A change in institution/program will result in a re-evaluation of the award. Changing of an institution will not result in an increase of a HEP award but may result in a decrease of a HEP award, based on new financial need information.
 - a. A recipient must notify the Program by submitting a letter to if he/she is changing institutions/programs.
 - b. If a recipient changes institutions or programs, it is the recipient's responsibility to submit a new budget sheet. The recipient's total score will be adjusted to reflect the cost of the new institution/program and the HEP award will be adjusted accordingly.
 - c. Upon the Committee's re-evaluation, a recipient's award may remain the same, or be reduced but never increased.

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- d. A recipient may be financially responsible for changes made to their status, changing of institutions/programs, etc., and be required to reimburse funds lost as a result of his/her change, to ANC Scholarship Program. If the recipient fails to reimburse funds to ANC, future applications will not be considered.

8. **RESCORING OF APPLICATION** – Due to change in institutions, programs, and categories, the Committee will re-evaluate funding on a case-by-case basis.
9. **FAILURE TO ATTEND/DROP-OUT** – If a recipient fails to attend the educational institution for which they have been funded, or drops out before completion of the year, ANC will require that the HEP funds be returned to ANC in full, either by the institution, by the recipient, or a combination thereof. If the recipient fails to return HEP funds to ANC, future applications will not be considered.

Recipients may be exempt who fail to attend or drop out due to situations beyond their control, such as a death in the family, illness, family emergency, etc. Recipients seeking an exemption are responsible to notify the Scholarship Committee of their extenuating circumstances. The Scholarship Committee will determine exemptions on a case-by-case basis.

10. **MISUSE OF FUNDS** – If a recipient misuses scholarship funds, ANC will require that the HEP funds be returned to ANC in full, either by the institution, by the recipient, or a combination thereof. If the recipient fails to return HEP funds to ANC, future applications will not be considered, and any current awards approved for the recipient will be withheld. The Scholarship Committee will investigate whether any funds have been used improperly and make such determinations on a case-by-case basis.

NUMBER OF HEP AWARDS

The number of HEP awards in each category is dependent upon:

- a. The number of eligible applicants; and
- b. Availability of funds.

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HEP APPLICATION PACKET CHECK LIST

Include the following information in your application packet in the order listed:

- ❑ **Pages 1 through 8 of the 2010-2011 HEP application form.** Make sure your application form is completely filled out. If an area does not apply to you please fill in the blank with N/A (not applicable) to prevent your application from being scored lower.
- ❑ **Proof that you are a voting shareholder of Afognak Native Corporation or a lineal descendant of a voting shareholder** (Refer to the section **"WHO MAY APPLY"** for a definition of descendant).
- ❑ **Most recent high school or college transcript with your GPA clearly indicated.**
- ❑ **First time applicants provide a letter of acceptance from educational institution.**
- ❑ **Provide a copy of your tuition and related expenses from your educational institution's catalog, Also include the fully completed planned budget sheet**
- ❑ **Provide two letters of assessment.** ANC strongly encourages students to submit new letters each year; however, students reapplying may submit copies of letters from the previous year, for a maximum of one year. (This means you are allowed to use your letters for a total of two years in a row.)
- ❑ **Letter of Application, no more than two pages, describing your Personal History, Educational Goals, and Leadership/Contribution to Community/Character, and benefits for the Alutiiq people.**

All items must be mailed, faxed, emailed or delivered in person to:

Afognak Native Corporation
HEP Program
215 Mission Road, Suite 212
Kodiak, Alaska 99615
scholarships@afognak.com
Phone (907) 486-6014 / (800) 770-6014
Fax (907) 486-2514

Applicants are encouraged to plan accordingly to ensure a timely completion and receipt of all documents prior to the application deadline. A receipt of your application will be provided to each applicant once the application has been received.

Applications must be POSTMARKED BY March 12, 2010.

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**2010-2011 AFOGNAK NATIVE CORPORATION
HIGHER EDUCATION PROGRAM APPLICATION**
HEP applications must be postmarked by March 12, 2010

GENERAL INFORMATION

Full Name: _____ Maiden/Birth Name: _____
Male Female Alaska Resident: Yes No College GPA: _____ High School GPA: _____
Permanent Mailing Address: _____ Apt. _____ City _____
State _____ Zip _____ Permanent Phone: _____ Date of Birth: _____
Social Security Number: _____ - _____ - _____ Shareholder ID Number: _____
Mailing Address While In School: _____ Apt. _____ City _____
State _____ Zip _____ Phone at School: _____ E-Mail Address: _____
New Application Repeat Application

Indicate years and amounts of Afognak funding received in the past:

FAMILY INFORMATION

Family Information of Voting Shareholder Name: _____

Please provide voting family members shareholder ID number (if you are a descendent): _____

Other: _____

Number of children in post-secondary education from your family: _____

COLLEGE OR VOCATIONAL INFORMATION

Is the school you wish to attend on the semester, quarter or a trimester system (circle one)?

Indicate the terms in which you plan to enroll: Fall Winter Spring Summer

Vocational students indicate the number of weeks or months or years you will attend school:

_____ Weeks _____ Months _____ Years

Dates you will be attending the educational institution:

From: _____ Month _____ Year

To: _____ Month _____ Year

Grade you will be in: Freshman Sophomore Junior Senior

Graduate School year:

College Student's Status attending school: Full-time (undergraduate 12 or more credits, graduate 9 or more credits)

Part-time (undergraduate less than 12 credits, graduate less than 9 credits) Vocational

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STUDENT PLEDGE

I have applied to attend the school indicated on this application and agree to follow all rules, regulations and attendance requirements of the school to the best of my ability and will satisfactorily complete the course(s) that I have selected. I further agree that the funds issued to me for educational purposes by the Afognak Native Corporation (ANC) will be applied toward my educational expenses or the funds will be returned / repaid to ANC. I understand that if I am eligible for other sources of funding, this will be included when computing my Budget Sheet and I agree to use those funds for the purpose intended. I authorize the school to release grades, attendance, and income information to the ANC Scholarship Committee. I understand that Afognak Native Corporation expects me to seek out other educational funding available to me.

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 P.L. 84-959 (70 Stat. 986) as amended by P.L. 88-230 (77 Stat. 471, 25 U.S.C. 309).
2. Disclosure of the requested information by the applicant is voluntary, but required to obtain benefit.
3. The purpose of this information collection is to determine your eligibility for an ANC Higher Education Program Award.
4. The routine use of this information is by the ANC Scholarship Committee to evaluate your request and to assist in determining your place in our awards system.
5. Failure to provide requested information may result in a delay or denial in receiving an award that you are seeking.

I have read the above statement and 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

Afognak Native Corporation
HEP Program

LETTER OF ASSESSMENT

To be completed by the applicant:

Name: _____

Field of Study: _____

Degree Sought: _____

Date due: March 12, 2010

For use by Respondent:

PLEASE USE ADDITIONAL PAGES AND ATTACH TO THIS FORM

ANC strongly encourages students to submit new letters each year; however students reapplying may submit copies of letters from the previous year, for a maximum of one year. (This means you are allowed to use your letters for a total of two consecutive years.)

IMPORTANT INSTRUCTIONS TO RESPONDENT

The individual named at the top of this form is being considered for Afognak Native Corporation Higher Education Program funding.

Letters of assessment are required to assist the Scholarship Committee in evaluating the applicant's potential for success and leadership in his or her field of study. You are urged to provide specific information about the applicant's character and their scholastic and/or leadership abilities.

Please note applications must be postmarked by March 12, 2010. This is the deadline for mailing applications. Please return the completed letter to the person named at the top of this form so that it may be included with his or her application.

Letters of Assessment that are not mailed with the application will not be considered during the evaluation process.

Respondent's Signature: _____

Name & Title of Respondent: _____

Department (or position): _____

Institution (or employer): _____

My relationship to the applicant is:

- Teacher Instructor Counselor Principal Employer Academic Advisor Activity Advisor
 Civic Leader Other _____

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HEP Program

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Name & Title of Respondent: _____

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- Teacher Instructor Counselor Principal Employer Academic Advisor Activity Advisor
 Civic Leader Other _____

LETTER OF APPLICATION
(1 to 2 pages)

The Letter of Application describes your goals and gives the Scholarship Committee more background information about you. If you have applied for an Afognak Native Corporation scholarship in the past, please take the time to write a new letter of application, or to update one written previously. Include all requested information. Your Letter of Application may include the following:

- ❑ Letter shall not exceed two pages.
- ❑ Letter of Application describing your personal history, educational goals, leadership/contribution to community/character and benefits to the Alutiiq people.
- ❑ Future plans for education - why you wish to attend graduate school, college, or vocational school, your educational objective (diploma, certificate, Associates, Bachelors Masters, Doctorate, etc.), major and minor fields of interest, and educational institution(s) you plan to attend.
- ❑ Explain how your education may benefit the Alutiiq people and your commitment to the Alutiiq community.

