



Afognak Native Corporation

215 Mission Road, Suite 212
Kodiak, AK 99615
(800) 770-6014 / (907) 486-6014
fax: (907) 486-2514
scholarships@afognak.com

CAREER ENHANCEMENT OPPORTUNITIES PROGRAM: POLICIES, GUIDELINES AND PROCEDURES

The Afognak Native Corporation (ANC) is administering the Career Enhancement Opportunities (CEO) Program for 2010. Applications are available beginning January 1, 2010. **CEO applications are accepted and reviewed throughout the year until the budget is expended.**

PROGRAM DESCRIPTION/BACKGROUND

The ANC CEO Program is designed to recognize and provide financial support to voting shareholders and their lineal descendants who are furthering their education to increase their career opportunities through **means other than full-time traditional college or university attendance. Which is defined by:**

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

WHO MAY APPLY

1. The CEO 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.
2. Applicants must be accepted to, or enrolled in, or registered to take a class or course that will improve career opportunities or current positions.

APPLICATION PROCEDURES

1. **Each applicant must submit a completed CEO application packet. Incomplete application packets will not be reviewed.**
2. A complete application packet includes the following:
 - a. Complete pages 1 through 5 of the CEO 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. Provide a copy of the tuition and related expenses from the course provider.
 - d. All applicants must complete and sign the Planned Budget Sheet.

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- e. Proof of enrollment, with tuition and related expenses indicated; and
 - f. Letter of Application describing their future career and educational goals, and how obtaining the training will help them reach their goals.
3. Questions should be directed to the Afognak Native Corporation CEO Program. Applicants may contact the Program to ask for copies of their scholarship applications, blank score sheet, to contact the Scholarship Committee, or other inquiries.
 4. All items listed above must be mailed, faxed, emailed or delivered in person to:

Afognak Native Corporation
Career Enhancement Opportunities Program
215 Mission Road, Suite 212
Kodiak, Alaska 99615
scholarships@afognak.com
Phone (907) 486-6014 / 1-800-770-6014
Fax (907) 486-2514
 5. A CEO applicant may also apply for Higher Education Program (HEP) and Internship Program funding during the same year. HEP funds cannot be awarded for the same purpose.

REVIEW PROCESS

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

Afognak Native Corporation administers the Career Enhancement Opportunities Program. When an application is received at the ANC office, staff will process the application and forward a recommended award to the Committee members for approval. Upon approval, staff will notify the recipient of the award.

DISBURSEMENT OF FUNDS

1. CEO funds will be disbursed directly to the educational institution or program in one payment.
2. A recipient may be reimbursed upon proof of payment within six weeks of registration. The Scholarship Committee will determine exemptions on a case-by-case basis.
3. CEO funds can be applied towards the following expenses: tuition, books, fees, supplies, travel and reasonable living expenses in conjunction with the career enhancement education which the Scholarship Committee may determine as an acceptable cost.
4. An applicant may apply as many times as desired as long as he/she does not receive more than \$2,000 total per calendar year.

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**2010 AFOGNAK NATIVE CORPORATION
CAREER ENHANCEMENT OPPORTUNITIES PROGRAM APPLICATION**

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: _____

EMPLOYMENT INFORMATION

If you are presently employed, please give the name and contact information of your employer:

Employer: _____

Mailing Address: _____ Suite _____ City _____

State _____ Zip _____ Phone: _____ Supervisor: _____

Date Employment Began: _____ Job Title: _____

Are you interested in ANC's Internship Program? Yes No Areas of interest? _____

EDUCATIONAL INSTITUTION INFORMATION

Dates you will be attending the educational institution:

From: _____ Month _____ Year

To: _____ Month _____ Year

Name and address of the educational institution you will be attending:

Training/Course you will be attending: _____

Address of Financial Aid Office of educational institution:

Phone #: _____

Fax #: _____

BUDGET SHEET

Direct Academic Costs:

Tuition \$ _____
Student Fees \$ _____
Books & Required Supplies \$ _____

Please list all forms of committed or anticipated support at the time of your application.

Housing & Meal Costs*

On-campus or Off-campus Housing \$ _____
On-campus or Off-campus Meals \$ _____

Anticipated Personal & Government Resources

Other Sources of Financial Aid \$ _____
Koniag Education Foundation \$ _____
Kodiak Area Native Association \$ _____
Other Native Corporation(s) \$ _____
Other (please specify): _____ \$ _____

Personal Expenses*

\$ _____

Academic Financial Aid

Scholarships and/or Fellowships \$ _____

Transportation*

\$ _____

TOTAL ESTIMATED EXPENSES \$ _____

TOTAL INCOME \$ _____

ESTIMATED EXPENSES - \$ _____
(SAME AS LEFT COLUMN)

**Attach a copy of your planned budget which includes personal expenses as well as a copy of detailed financial information from the course provider.*

TOTAL NEED = \$ _____

Applicant's Signature

Date

LETTER OF APPLICATION

Attach additional page(s) for your Letter of Application. The Letter of Application (one to two pages) describes your future educational and career goals, and how obtaining this training will help you achieve those goals. If you have applied for ANC CEO funding in the past, please take the time to write a new letter of application, or to update one written previously. Please include all requested information.

SUCCESSFUL APPLICANT RESPONSIBILITIES

1. **COMMUNICATION** - Notify the Program immediately if there is a change to your mailing address, institution/program attending, or enrollment status.
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** – CEO recipient must provide a letter of acceptance or other proof of enrollment from your course provider.
4. **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. 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 CEO award but may result in a decrease of a CEO 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 CEO 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.
 - 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.
5. **FAILURE TO ATTEND/DROP-OUT** – If a recipient fails to attend the program for which they have been funded, or drops out before completion of the year, ANC will require that the CEO funds be returned to ANC in full, either by the institution, by the recipient, or a combination thereof. If the recipient fails to return CEO 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.

6. **PROOF OF COMPLETION**–Recipients of CEO funds must submit proof of completion to the CEO Program. Examples of ‘proof of completion’ can include such documentation as final grades, a certificate, or a letter from the educational institution.
7. **MISUSE OF FUNDS** – If a recipient misuses CEO funds, ANC will require that the CEO funds be returned to ANC in full, either by the institution, by the recipient, or a combination thereof. If the recipient fails to return CEO 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.

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CEO APPLICATION PACKET CHECK LIST

Please include the following information in your application in the order they are listed:

- ❑ **Pages 1 through 5 of the 2010 CEO application.** Make sure your application is completely filled out. If an area does not apply to you please fill in the blank with "N/A" (not applicable). Incomplete application packets will not be reviewed. Be sure to sign the STUDENT PLEDGE.
- ❑ **Proof that you are a voting shareholder of Afognak Native Corporation or a voting shareholder's lineal descendant** (Refer to the section "**WHO MAY APPLY**" for a definition of descendant).
- ❑ **Provide a copy of the tuition and related expenses from the course provider. Also include the fully completed planned budget sheet**
- ❑ **A letter of acceptance from the course provider or copy of an enrollment form or registration form if attending a course, class, seminar, etc.**
- ❑ **A letter of application limited to one to two pages, describing your future educational and career goals, and how obtaining this training will help you achieve those goals.**

Questions should be directed to the Afognak Native Corporation CEO Program.

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

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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 grade, attendance and income information to the ANC CEO Program. 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 CEO 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



