

VOCATIONAL ASSISTANCE PROGRAM APPLICATION INSTRUCTIONS & ELIGIBILITY REQUIREMENTS

This application consists of three pages. **Page 1** is the “**VOCATIONAL ASSISTANCE PROGRAM**”. **Page 1** must be completed by you (student). **Do Not Leave Any Item Blank**. If you leave items blank the application will be considered incomplete and will be returned to you for completion. This will delay any award for which you may be eligible. **Page 2** is the “**Student Need Analysis**”. Page 2 must be completed by the financial aid office of the accredited college you are attending. **Page 3** is the “**Certification Page**” and must be completed by the school if there is no financial aid office or no federal aid available. Send all pages to the Financial Aid Office or official of the vocational institution where they will complete the “Student Need Analysis” or “Certification” and send the completed application to the Little River Band Education Department. **Applications returned to LRBOI Education Department by the student WILL NOT be accepted. Completed applications MUST be mailed by the Financial Aid Office or official to the LRBOI Education Department.**

Program Eligibility Requirements

- A. Must be an enrolled tribal member of the Little River Band of Ottawa Indians.
- B. Must be at least 18 years of age (except high school grads)
- C. Must demonstrate financial need as determined by the vocational institution’s financial aid officer. In the event the institution has no financial aid office, need will be determined by LRBOI
- D. Must be in need of training in order to obtain reasonable and satisfactory employment, and willingly declare intent to accept full time employment as soon as possible after completion of program.
- E. Must make satisfactory progress in training as recorded and reported by the vocational institute attended.
- F. Must be enrolled or accepted at an accredited institution, or an institution that is state agency approved.
- G. Must file a Tribal Vocational Assistance Program application with the Little River Band of Ottawa Indians
- H. Vocational Institution, apprenticeship, and on-the-job training may not exceed 24 Months except for Technical Nursing programs which may not exceed 36 months

Financial Awards

Awards are based upon recommended need as determined by the vocational institution’s financial aid department and LRBOI.

Funding Priorities

The Little River Band of Ottawa Indians Education Committee will utilize the

following criteria when ranking the order of funding priority among scholarship applicants:

- A. Enrolled tribal members of the Little River Band of Ottawa Indians.
- B. Applicants who are living within the state of Michigan.
- C. Applicants attending schools within the state of Michigan.
- D. Applicants attending schools outside the state of Michigan.

Applicant Appeal Process:

An applicant who has been denied funding may file an appeal for reconsideration on his/her behalf. It is to be in writing and addressed to the Tribal Education Programs Coordinator. If the applicant is denied by the Education Committee, he/she will have the option of appealing it to the Tribal Council whose decision on the matter will be final. These Vocational Guidelines for the Little River Band of Ottawa Indians have been adopted by the Tribal Education Committee in 1996 and have been approved by the Tribal Council in 1996.

Financial Need Determination

Applicant must have completed a Free Application for Federal Student Aid and submit to the US Department of Education. **IF the vocational institution does not offer federal aid such as Pell Grants, applicant must complete the Expected Family Contribution Calculator at www.finaid.org, print the completed calculation and submit it to the LRBOI Education Department before any award can be determined.**



VOCATIONAL ASSISTANCE PROGRAM APPLICATION

Students: Complete page 1, submit pages ALL PAGES to Financial Aid Office or school official

Financial Aid Office/Official: Complete Page 2 or 3, submit pages All to Little River Band

NAME: Last	First	Middle	Maiden	BIRTHDATE	SOCIAL SECURITY NUMBER
Address: _____ City/State/Zip: _____ Phone: _____ U.S. Citizen Yes <input type="checkbox"/> No <input type="checkbox"/> Michigan Resident Yes <input type="checkbox"/> No <input type="checkbox"/> Name of High School: Public <input type="checkbox"/> Private <input type="checkbox"/> BIA <input type="checkbox"/> VOCATIONAL INSTITUTION: Public <input type="checkbox"/> Private <input type="checkbox"/> BIA <input type="checkbox"/> Name: _____ Address: _____ City/State/Zip: _____ Credit Hours Required _____ Or Contact Hours Required _____				Single <input type="checkbox"/> Male <input type="checkbox"/> Number of Children: _____ Married <input type="checkbox"/> Female <input type="checkbox"/> New Application <input type="checkbox"/> Renewal Application <input type="checkbox"/> Tribe: _____ Enrollment Number: _____ COLLEGE MAJOR: _____ Expected Degree: (circle degree you will earn first) Certificate Associate Bachelor Master PhD Expected Date of Graduation: _____ Full time <input type="checkbox"/> This application is being completed for the following semesters: (circle each that applies) Part time <input type="checkbox"/> Fall Winter Spring Summer Single Program	

STATEMENT ON PRIVACY

I DECLARE THAT THE INFORMATION GIVEN BY ME ON THIS FORM IS TRUE AND COMPLETE T THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THIS INFORMATION IS NECESSARY FOR DETERMINING MY ELIGIBILITY AND FOR CERTAIN STATISTICAL RECORDS AS REQUIRED BY THE BIA. I AGREE THAT THIS INFORMATION MAY BE SHARED BY THE BIA, LITTLE RIVER BAND OF OTTAWA INDIANS, THE STATE OF MICHIGAN, AND THE COLLEGES INVOLVED. I FURTHER AGREE TO CONTACT THE FINANCIAL AID OFFICE AT THE COLLEGE I HAVE CHOSEN AND TO APPLY FOR ANY AND ALL FINANCIAL AID AVAILABLE TO ME.

I REQUEST THE FINANCIAL AID OFFICE TO NOTIFY THE BIA OF MY FINANCIAL NEED. IF GRANTED ASSISTANCE I WILL USE IT ONLY FOR MY APPROVED EDUCATIONAL EXPENSES. BIA FUNDS AWARDED TO ME MAY BE MAILED TO ME IN CARE OF THE FINANCIAL AID OFFICE. IF I WITHDRAW FROM COLLEGE, I WILL RETURN THE PORTION OF THE GRANT COVERING THE BALANCE OF THE TERM FUNDED. I UNDERSTAND THAT I MUST MAKE SATISFACTORY PROGRESS TOWARD MY DEGREE AND THAT I WILL MAINTAIN THE MINIMUM 2.00 GRADE POINT AVERAGE FOR EACH FUNDED TERM. I WILL PROVIDE AN OFFICIAL COPY OF MY GRADE TRANSCRIPT FOR EACH FUNDED TERM.

APPLICANT SIGNATURE: _____ DATE: _____



STUDENT NEED ANALYSIS

TO BE COMPLETED BY FINANCIAL AID OFFICER

S.N.A Status **New** **Renewal** **Revision** Student is considered: **Dependent** **Independent**
 Number of Clock Hours/Credits _____ Current Deficient Status: **Academic Probation**
 Certification to be received _____ **Academic Suspension**
 Required Clock Hours/Credit _____ **Default** **N/A**
 Budget Information: Budget Period from ___/___/___ to ___/___/___

EDUCATIONAL BUDGET:

Tuition \$ _____
 Fees \$ _____
 Books & Supplies \$ _____
 Room & Board \$ _____
 Personal Expenses \$ _____
 Other (List) \$ _____

ANTICIPATED STUDENT RESOURCES:

Student Contribution \$ _____
 Parent Contribution \$ _____
 Veteran's Benefits \$ _____

TOTAL STUDENT RESOURCES \$ _____

TOTAL BUDGET \$ _____

FINANCIAL NEED \$ _____

ASSESSED NEED (BUDGET LESS RESOURCES)

We have made the following awards:	FALL	WINTER	SPRING	SUMMER	TOTAL
Vocational Rehab	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Pell Grant	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Supplemental Ed. Opp. Grant	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Michigan Indian Tuition Waiver	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
College Work Study	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Loan: Sub (please indicate type)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Loan: Unsub (please indicate type)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

TOTAL AID \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

UNMET FINANCIAL NEED: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

(Total need per semester minus total aid for semester)

Signature:

Date:

FAO Address & Phone:

Return completed application to: Little River Band of Ottawa Indians Education Department, 2608 Government Center Dr, Manistee, Michigan, 49660

CERTIFICATION PAGE
TO BE COMPLETED BY SCHOOL OFFICIAL
FOR SCHOOLS WHICH DO NOT OFFER FEDERAL FINANCIAL AID

If this institution does not offer federal student aid (Pell Grants, etc) a vocational/technical school official must complete this certification. Please return entire application, including this complete and signed certification to : Little River Band of Ottawa Indians Education Department, 2608 Government Center Dr, Manistee, MI 49660

CERTIFICATION TO BE RECEIVED: _____

REQUIRED CLOCK HOURS/CREDIT HOURS : _____

TOTAL CLOCK HOURS/CREDIT HOURS COMPLETED: _____

COST PER CLOCK HOUR/CREDIT HOUR: _____ **TOTAL PROGRAM COST:** _____

VOCATIONAL INSTITUTION: _____

MAILING ADDRESS: _____
Street City State Zip Code

PHONE NUMBER: _____

SIGNATURE: _____ **DATE:** _____
Vocational/Technical Institution Official

PRINTED NAME: _____ **TITLE:** _____