

Grand Traverse Band of Ottawa and Chippewa Indians

**Higher Education
and
Adult Vocational Training
Scholarship Guidelines**

Approved by the Grand Traverse Band Tribal Council on September 16, 2009
(Revised March 2012)

Purpose

The Indian Education Program of the Grand Traverse Band of Ottawa and Chippewa Indians provides a Higher Education Scholarship Program for GTB tribal members living and attending public schools in Michigan or a Michigan accredited training facility for adult vocational training. Higher Education Scholarships are awarded based on the number of credits that the student is taking in that semester/term. Scholarships will be available for accredited post-secondary institutions of higher learning including undergraduate and graduate course work as well as trade and technical school training.

AVT Scholarships are available for GTB tribal members age 18 and older. Scholarships are for the purpose of Adult Vocational Training and Licensing and State Board fees. AVT students must be able to complete their programs within three years.

APPLICATION PROCESS

Students will need to submit the following in order to have a complete application

1. Higher Education/Adult Vocational Training Application
2. Michigan Indian Tuition Waiver (if applicable) *one-year Michigan residency requirement
3. Copy of Michigan Driver's License or state ID
4. Must provide an e-mail address that is checked regularly
5. **First year students:** Copy of Tribal ID dated October 2003 or later, or certification letter from the GTB Membership Office
6. **First year students:** Copy of Social Security Card
7. Submit an Educational Plan. This plan must show how many credits needed for degree program as described in the course outline, i.e. course catalogue
8. Must submit a school-produced class schedule with school's name and student's name listed that indicates number of classes and number of credits student is registered for
9. Students must submit final grades and account summary within four weeks of the end of each semester/term in order to receive scholarship
10. Official transcripts will need to be submitted at least once per year

PAYMENT PROCESS

- After a complete application is received, students will receive a permit for books and fees, if the school accepts our permit. If not, student can submit an estimate cost for books and fees and a check will be mailed to the school. Or, the program will reimburse the student if original receipts are submitted. If student does not turn in grade report at the end of that semester/term, the cost for books and fees will be deducted from their next scholarship. If a student gets books and fees for a semester/term and does not complete, they will be ineligible for an advance books and fees for the next semester/term.
- The remaining scholarship will be awarded to the student after their final grades are submitted. Student will only receive a scholarship for those classes that they have successfully completed for credit and are part of their degree requirement. Any advance for books and fees will be deducted from this payment. Final grades must be received **within 4 weeks** of the end of the semester/term in order to receive a scholarship.

PAYMENT GUIDELINES

Scholarships will be awarded based on the number of credits taken, up to a maximum of 12 credits per semester/term for college and university undergraduates and 6 credits per semester/term for graduate students. AVT scholarships will be awarded by clock hours. Thirty clock hours of attendance are equal to one credit hour.

- AVT licensing fees, certifications and state board fees up to \$500 per year
- AVT Students - \$5.00 per clock hour, maximum of \$7,200 per year
- College Undergraduates - \$200 per credit hour for semesters and \$150 per credit hour for terms, maximum of \$7,200 per year. Program will pay up to 12 credits above the required credits needed for degree.
- University Undergraduates - \$250 per credit hour, maximum of \$9,000 per year. Program will pay up to 12 credits above the required credits needed for degree.
- Graduate Students - \$600 per credit hour, maximum of \$10,800 per year. Program will pay up to 6 credits above the required credits needed for degree.

Program will not pay for more than two AVT licensing fees, certifications and/or state board fees, two AVT scholarships, two associate degrees, one bachelor degree, one master degree, and one doctorate degree. Program may assist with an additional bachelor's degree if the student has a new disability which prevents them from utilizing their first bachelor's degree for employment purposes, or if there is a documented economic downturn in which the student cannot utilize their first bachelor's degree for employment purposes. All students must be working toward a degree program. Program will not assist dual-enrolled students.

Program will only pay for the fall, winter/spring, and summer semester/term. The program will not pay for summer classes unless the class is only offered in the summer semester/term, is part of an accelerated program or it is the last semester/term the student needs before they graduate.

Program will not fund any miscellaneous classes that fall outside the students' approved course of study. This rule applies to AVT, Associates, Bachelors, and Masters level students, although an educational advisor at the Master's level may, by special request, advise that a student may need an undergraduate class to complete their course of study.

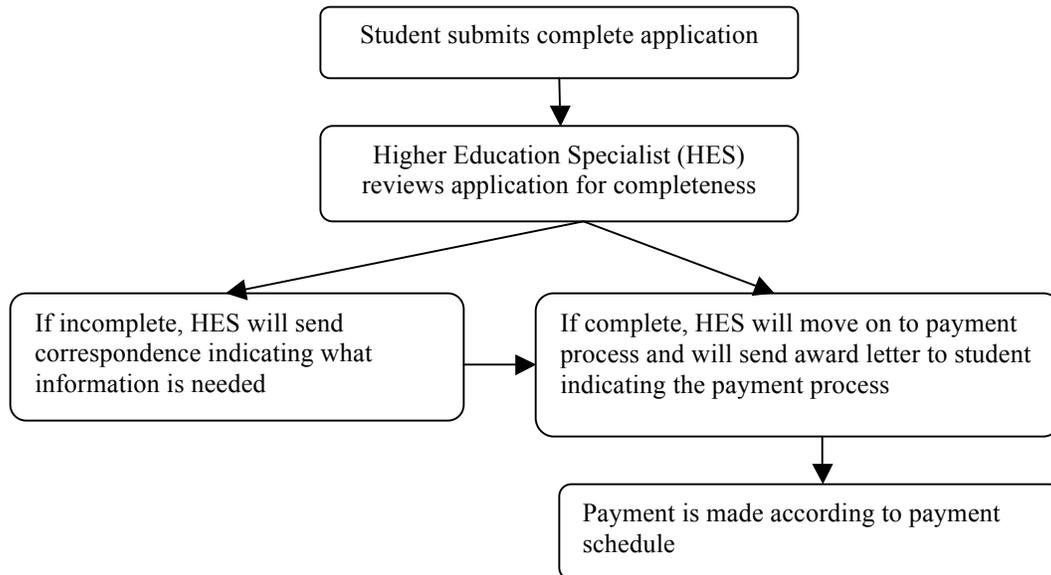
The scholarship program will not pay for classes previously paid for through the scholarship program. If the student receives assistance on their behalf with books and fees for that particular class, that amount will be deducted from any current or future scholarship amount and the student will receive the difference upon completion.

Schools must be a Michigan public school or a Michigan accredited training facility.

HOW TO APPLY

1. Contact the Higher Education Specialist for an application packet.
 2. Students must be applying for the current school year.
 3. Disposition Memorandum will be e-mailed to applicant giving further instructions if necessary.
- E-mail will be the primary mode of communication. If student does not have e-mail access, a letter will be mailed.

APPLICATION FLOW CHART



CONTACT INFORMATION

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