

Student: _____

Use this checklist of required items to ensure you have a complete file.

- HE.AVT Scholarship Program application (need an updated application each academic year)
- MI Indian Tuition Waiver Program application (need only once unless you change schools or dual enroll)
- Michigan Driver's License or State Identification, copy
- Tribal Identification, copy
- Social Security Card, copy
- High School Diploma, copy
- Educational Plan (sequence of classes needed to attain your degree, build with an advisor or counselor)
- Official Schedule (submit by the beginning of each semester, summer semesters need approval)
- Letter of Authorization Needed? – A Letter of Authorization is our letter to the school asking them to allow the student to charge books and non-tuition fees. The amount charged will be paid by the GTB Higher Education Program on the student's behalf. The amount paid will be deducted from the students earned scholarship at the end of the semester once the student submits their Official or Unofficial Transcript and Account Summary. The student will then receive the difference between what they earn with their good grades and the amount the Program paid on their behalf. Some students use this approach; others do not. **Students must let us know if they need one.** Students may also use FAFSA dollars to cover these items if they have applied and are approved for it.
- Official or Unofficial Transcripts – **Must submit within the 4-week deadline after the conclusion of the semester.**
- Account Summary – **Must submit within the 4-week deadline after the completion of the semester.**

Please return items to:

Higher Education Program
845 Business Park Drive
Traverse City, MI 49686