

**Pyramid Lake Paiute Tribe**  
**Adult Vocational Training Application Packet**

Telephone numbers: PLPT Office (775) 574-1000 Fax Number (775) 574-1008  
PLPT Consolidated Higher Education Office (775) 574-0300 Fax Number (775) 574-0300

**Mailing Address**

PLPT Higher Education Program  
P.O. Box 256  
Nixon, Nevada 89424

**Deadline Dates**

Fall semester/Academic Year: June 15<sup>th</sup> of every year  
Spring Semester: October 30<sup>th</sup> of every year

***Dear Tribal Applicant:***

***Congratulations on your decision to further your vocational skills. The Pyramid Lake Paiute Tribe is pleased to be able to assist you in your pursuit of Adult Vocational Training. Attached is the required application for the Pyramid Lake Paiute Tribe's Adult Vocational Training funding. There is required documentation, so please if you have any questions call our office.***

**Eligibility:** To be eligible for the Adult Vocational Training Scholarship, you must be a member of the Pyramid Lake Paiute Tribe who is submitting the completed application packet by the established deadlines. A complete packet includes the following. It should be noted that INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

- Tribal Adult Vocational Training Application
- A Financial Needs Assessment (FNA) completed by the Institution's Financial Aid Office (Budget Form)
- A Formal Letter of Acceptance from the Institution or other documentation supporting attendance or intent to attend (Class Registration, etc.)
- If a continuing student, an OFFICIAL Grade Transcript from the most recent quarter/semester you've attended. Please note, grade reports, unofficial grade printouts, faxes, etc., **WILL NOT BE ACCEPTED.**
- A copy of your High School Diploma, GED or Adult Education Diploma are required for a first time applicant.
- A completed Student Contract
- Documentation of Tribal Membership (***Required only for the first time applicant***)

**Funding for the Adult Vocational Training Scholarship comes from two sources;**

1. **Bureau of Indian Education Annual Contract** BIA Appropriations vary from year to year as they are determined by Congressional Appropriations. BIE funding comes with two requirements:

- a) Students must be enrolled in an institution eligible to receive Title IV Federal Assistance (Pell Grant, SEOG, Stafford Loans, etc.)
- b) Students attending must be full time as defined by the institution and the student must demonstrate an "unmet need" as determined by the Financial Aid Officer at the Institution based on requirements for the Title IV Federal Assistance (FAFSA).

2. **Pyramid Lake Paiute Tribal General Fund** Each year, the Pyramid Lake Paiute Tribal Council appropriates Tribal Funding into the Consolidated Higher Education Program Budget Line Item for the Adult Vocational Training Program. To be used a supplement to the BIE available funding. Use of the funding follows the same stipulations as BIE; but can also be used to assist students who do not meet BIE requirements. For students who do not demonstrate a need, or attend an institution which does not utilize Title IV funding, the Tribe may use money from the General Fund to assist tuition expenses.

**What must I do first in applying for the scholarship?:**

**Step 1.** Find out if your school is eligible for Federal Aid. If so, obtain the school's code number to put it on your Free Application for Federal Student Aid (FAFSA). An application is available at the school, CHE Office or by calling 1-(800) 433-3243 and having one sent directly to your home. You can also electronically file via the Internet at <http://www.fafsa.edu.gov>. It is recommended you file electronically. For returning students, you will be mailed a renewal form each year, or you can do a renewal over the internet if you have a pin number. If you have lost or not received the PIN number, it is recommended that you complete a whole new application on-line. It's only a matter of minutes and not worth the time it takes to wait for a new PIN number.

**Step 2.** Complete the top portion of the Budget Form (Page 3 of the Tribal Adult Vocational Training Application) and forward (mail or hand-carry) to your school's Financial Aid Office. The school will electronically receive the Student Aid Report (SAR) from your FAFSA application and will use the codes on the SAR to see what type of Federal Funding you're eligible for (PELL, SEOGA, Stafford Loans, etc). The Financial Aid Officer will then be able to determine your "UNMET NEED" to recommend an amount to the BIE/Tribe should award you.

**Free Application for Federal Student Aid (FAFSA):**

**FAFSA TIPS:** Don't believe you don't qualify until you apply. If you feel you're over income, **FAFSA** may determine you're eligible for Loans. If you have to take out a loan, you have an unmet need! The Tribe will work towards replacing that loan.

**FAFSA** takes 6-8 weeks if mailed and only 1-2 weeks if filed electronically! In addition, if a mistake is made, it can take up to four weeks to correct. For this reason alone, you should file your FAFSA as early in the year as you can. If you haven't yet filed taxes, estimate! Chances are you'll be chosen for verification anyway.

**FAFSA** applicants get verified! What this means is 1 of 3 students will have to provide information to their schools to support information completed on the FAFSA. The school may request a copy of your taxes, household information etc. Don't freak! Chances are you'll be chosen for verification.

**FAFSA** considers you a dependent until the age of 24! **Unless** you have children, are married, or in the military, FAFSA considers you a dependent and will require your parent's income information whether you've lived with them or not.

Once you've applied for FAFSA, you'll be sent a Renewal Form each year, or a PIN number to renew on-line. This saves time and prevents you from having to complete an entire application each year

**What if my chosen Institution does not utilize Federal IV Funding?**

The budget form attached to this application must still be completed. Many Institutions such as beauty academies, truck driving schools, etc., do not use Title IV funding. If this is the case, they can still complete the budget form. Please be advised however, most places who do not use Title IV Federal Funding (PELL Grants, SEOG, Stafford Loans, etc.) also cannot list general living expenses when calculating your budget (such as travel, misc. room/board, etc.). This results in the Financial Aid Officer listing a lower amount for your needs.

**Other AVT Application Tips:**

- Most Adult Vocational Training centers are twice as expensive as colleges. Please be informed of the complete expenses involved with attending your school. Remember, funding from the Tribe is meant to assist you in your training but does not pay 100% of your training. You are urged to seek other sources of funding to assist you.
- The Inter-Tribal Council of Nevada (ITCN) Native Workforce and Development generally has vocational funding available for which you may qualify for. Give the ITCN Native Work Force and Development Office a call to see how you might apply. You can also visit them on their Website [itcn@sdi.net](mailto:itcn@sdi.net) or call them (775) 355-0600 ext. 113, to see what type of assistance their office can best help you with.
- Most vocational training centers make it very easy for you to begin vocational training programs by granting you a loan almost immediately. Be careful! Often times loan amounts are only enough to cover tuition costs. Many times awards from the Tribe have been applied to the students existing loan leaving no funding for the student to use as living expenses while attending school.
- Make sure your Institution's credits can be transferred. For example, credits from Career College or Morrison College will not transfer to Truckee Meadows Community College should you decide to transfer.

**Application Timeline:**

**Fall Semester/Academic Year:**

Application Deadline: June 30<sup>th</sup> of each academic school year.  
Reviewed by the Consolidated Higher Education Committee in July.  
Final approval: August during the Pyramid Lake Paiute Tribal Council meeting.

**Spring Semester;**

Application deadline: November 30<sup>th</sup> for new spring applications.  
Reviewed by the Consolidated Higher Education Committee the 1<sup>st</sup> week in December.  
Final approval: Mid-December during the Pyramid Lake Paiute Tribal Council meeting.

**Summer School**

No applications are accepted, the Consolidated Higher Education Program does not provide funding for summer school.



**Employment Record:**

Employer Name: _____	Job Title: _____	From: _____	To: _____
Employer's Address: _____ _____ _____	Description of job duties: _____ _____ Reason for leaving: _____		
Employer Name: _____	Job Title: _____	From: _____	To: _____
Employer's Address: _____ _____ _____	Description of job duties: _____ _____ Reason for leaving: _____		

**TO BE INITIALED BY APPLICANT FOR TRAINING ONLY:**

I hereby apply and plan to attend the school on this application and agree to follow all rules, regulations and attendance requirements of the school and to do the best of my ability and shall satisfactory complete the program which I selected. I further agree that the funding issued to me for training purposes by the Bureau of Indian Education and the Pyramid Lake Paiute Tribe will be used for such purpose. I understand that if I am eligible for other training funds, this will be included when computing my Financial Aid Packet Form. I authorize the school to release grades, attendance and income information to the Pyramid Lake Paiute Tribe's Consolidated Higher Education Director/Coordinator.

\_\_\_\_\_  
(Applicant Initials)

**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 PL 84-959 (70 Stat. 986) as amended by PL 88-230 (77 Stat. 471, 25 USC. 309).
2. Disclosure of the requested information by the applicant is voluntary, but required to obtain benefits.
3. The purpose of this information collection is to determine your eligibility for services.
4. The routine use of this information by BIE and school counselors to evaluate your request and to assist you before and during your training. After completion of training, parts or all of the information will be provided to employers who are considering you for employment. The application will be used in a routine manner by counselors working without who need background information and by those people involved in financial control will be need budgeting information contained in the application.
5. Failure to provide requested information may result in a delay or denial in receiving training or job placement assistance you are seeking.

**I have read the above statement. 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

**NOTE: A COMPLETE APPLICATION CONSISTS OF:**

- Completed Application
- Financial Aid Package Form
- Student Contract Agreement
- Acceptance Letter from Institution
- Proof of Tribal Membership
- Previous OFFICIAL COLLEGE TRANSCRIPT
- First time applicant must submit a copy of High School Diploma or GED
- Course / Program Outline of which applying or attending

**Financial Aid Form –Adult Vocational Aid Funding**

**PART 1: TO BE COMPLETED BY STUDENT AND THEN FORWARDED TO INSTITUTION'S FINANCIAL AID OFFICE WITH STUDENT'S AID REPORT (SAR)**

1. NAME: \_\_\_\_\_ SOCIAL SECURITY No: \_\_\_\_ - \_\_\_\_ - \_\_\_\_
2. HOME ADDRESS \_\_\_\_\_ TELEPHONE ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_  
(STREET ADDRESS OR P.O. BOX)  
\_\_\_\_\_ CITY STATE ZIP
3. HOURS/CREDITS EARNED TO DATE: \_\_\_\_\_ PROGRAM TITLE: \_\_\_\_\_
4. MARTIAL STATUS: \_\_\_\_\_ NUMBER OF DEPENDENTS: \_\_\_\_\_
5. STUDENT WILL BE LIVING:  ON CAMPUS  OFF CAMPUS: \_\_\_\_\_

**EXPLAIN**

Attached is a copy of the Pyramid Lake Paiute Tribe's Scholarship Application that I have submitted for BIA/Tribal consideration for financial assistance. The Pyramid Lake Paiute Tribe's Consolidated Higher Education Office will need the additional financial aid information as listed in Part II (below) before any action can be taken on my application. I am authorizing release of the necessary information that is requested in order to determine financial assistance. Please complete and forward Part II or a similar form to:

Pyramid Lake Paiute Tribe-Consolidated Higher Education Office- P.O. Box 256, NIXON, NEVADA 89424  
Telephone: (775) 574-0300 FAX Number (775) 574-1008 OR (775) 574-0302

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**PART II: TO BE COMPLETED BY THE FINANCIAL AID OFFICER**

This student has applied to the Pyramid Lake Paiute Tribe's, Consolidated Higher Education Program for BIA/Tribal Education Funding. Verified financial need information is necessary through your office before we can take action on this application. We appreciate your assistance in filling out this form or a form like this form sent to the above listed address.

Budget Period: From \_\_\_\_\_ to \_\_\_\_\_ Date School/Training Starts: \_\_\_\_\_  
Grading Period:  Trimester  Semester  Other: \_\_\_\_\_  
This student is considered:  Independent  Dependent  
This student's needs cannot be calculated as: \_\_\_\_\_ Additional information is needed and the student notified on this date: \_\_\_\_\_  
\_\_\_\_\_ Student did not apply  
\_\_\_\_\_ School is not listed on SAR

Cost of attendance: ..... \$ \_\_\_\_\_

Parent Contribution _____	SEOG _____	Tuition _____
Student Contribution _____	Pell Grant _____	Fees _____
Spouse Contribution _____	NDSL _____	Books _____
VA Benefits _____	Scholarships _____	
Social Security _____	Voc. Rehab. _____	
Welfare/AFDC _____		

We recommend the Tribe consider awarding this student ..... \$ \_\_\_\_\_

Signature: \_\_\_\_\_  
(Financial Aid Officer) (Date) (Telephone number)

Name of Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Our school is on:  Semester  Quarter  Trimester  Certificate  Months



- \_\_\_\_\_ 11. The recipient shall attend the institution in the award letter. No transfer of scholarship funds between institutions during the semester shall be allowed.
- \_\_\_\_\_ 12. I, the recipient, understand if I've applied for the Academic Year and do not attend school in the Fall, my application will become void and I must re-apply at the next applicable deadline. Funding will not be held for me.
- \_\_\_\_\_ 13. The recipient, in requesting future scholarships, must submit a completed application by the following deadlines

**Applications Submitted:**

**Higher Education Application  
Enrichment Application  
Adult Vocational Training**

**Academic Year:      Fall  
                                 Spring**

**June 30<sup>th</sup> by 4:30 p.m. of each year  
Nov. 30<sup>th</sup> by 4:30 p.m. of each year**

**Adult Vocational Training:**

**October 30<sup>th</sup> by 4:30 p.m. of each year  
June 15<sup>th</sup> by 4:30 p.m. of each year**

- \_\_\_\_\_ 14. I understand there will be no extensions given if all required documentation is not submitted by the deadline date and that my incomplete application will not be considered.
- \_\_\_\_\_ 15. The recipient shall pursue a degree program leading to an Associates of Arts, Baccalaureate, Master's, Doctorate's or Post-Doctorate's Degree.
- \_\_\_\_\_ 16. The recipient shall submit a degree outline from his/her student counselor of classes associated with degree program. The degree outline shall be submitted with the scholarship application at the beginning of the school year.
- \_\_\_\_\_ 17. The recipient, 60 days after graduation, will notify the PLPT Consolidated Higher Education Office, of his/her graduation date, degree conferred, major and a copy of their diploma.
- \_\_\_\_\_ 18. I, the recipient, accept and shall abide by all the conditions stipulated in the terms above and will be bound by the responsibilities and consequences thereof.
- \_\_\_\_\_ 19. I give permission to allow the PLPT Consolidated Higher Education Office to review grades, class registration and other information all other information as necessary either by telephone, letter or email.
- \_\_\_\_\_ 20. I understand I have the right to appeal any decision made regarding my application, in accordance to the PLPT Consolidated Higher Education Policies and Procedures.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ED. COORDINATORS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Each applicant is urged to obtain an email address. For those who do not have one, free email addresses are available through [www.yahoo.com](http://www.yahoo.com) or [www.msn.com](http://www.msn.com) (hotmail) plus other various sites.

**My email address is:** \_\_\_\_\_