

INUPIAT COMMUNITY OF THE ARCTIC SLOPE

JOB PLACEMENT AND TRAINING

~POLICIES AND PROCEDURES~

IMPORTANT! INUPIAT COMMUNITY OF THE ARCTIC SLOPE ADULT VOCATIONAL TRAINING PROGRAM FUNDS ARE **SUPPLEMENTAL** IN NATURE. APPLICANTS ARE **REQUIRED** TO APPLY FOR ALL AVAILABLE STUDENT AND FAMILY RESOURCES BEFORE FINANCIAL ASSISTANCE FROM INUPIAT COMMUNITY OF THE ARCTIC SLOPE CAN BE CONSIDERED.

I. PURPOSE

The purpose of the Inupiat Community of the Arctic Slope Adult Vocation Training Program is to financially assist eligible American Indian or Alaska Native residents of Anaktuvuk Pass and Point Lay who have enrolled and plan to attend an accredited or certified vocation/technical or trade school who can demonstrate financial need.

II. FUNDING

The Inupiat Community of the Arctic Slope receives its funding from BIA PL 93-638 Contract Funding, these funds are regulated under CFR 26

III. ELIGIBILITY

To be eligible for financial assistance, an applicant must be:

1. Must be at least one-fourth or more Indian/Alaskan
2. Must be an enrolled tribal member of Inupiat Community of the Arctic Slope or of a federally recognized tribe. (In accordance with Code of Federal Regulations Section 27.1(J))
3. Must be 18 years of age. (In accordance with Code of Federal Regulations, Section 27.5)
4. An applicant must be in need of training in order to obtain reasonable and satisfactory employment or is underemployed and without additional training would result in extreme hardship for the applicant and is in need of financial assistance in order to obtain such training. It must be also feasible for applicant to pursue training.
5. Must be accepted by an institution that is accredited by a national or regional agency or is a candidate for accreditation, or is a tribally controlled community college.

6. Must be enrolled on a two year vocational training program **for long term training**. An institutional undergraduate vocational course offered by a college or university on a quarter or semester-hour basis when a minimum of twelve (12) credit hours **or its equivalent is required**
7. Short-term training applicant must be enrolled a training that will lead into employment. Employment must be the full intent of training. (For example applicant needs NSTC or CPR in order to become employable).
8. Must show financial need after other sources of funding have been considered?
9. Must maintain at 2.0 "C" or grade point average. Staff will evaluate student's academic record to determine if the student has met the minimum 2.0 "C" grade point average (GPA) **or its equivalent**.
10. Continuing Students- An individual who enters training program is required to provide evidence of program progress (grades and progress report) which is to be authorized by institution attended. A course of Vocational training at any institution public or private offering vocational training may be approved. (in accordance with CFR – 25 Section 27.7).

IV. DETERMINATION OF FUNDING

Determination of Funding Eligibility – The determination of funding requires student to provide all resources available to them, (i.e. FAFSA, scholarships, loans, grants) including all of the student's expenses (i.e., total school expenses and total living expenses) to accurately determine the unmet need. It is the Tribe's objective to provide adequate funding to eligible students that will enable them to meet their educational goals and to develop and increase in their employment opportunities.

Required Documents for Determination

1. Financial Need Sheet
2. Household Expense Sheet
3. FAFSA
4. Notice of other funding sources.

Determination Rule- For all students applying for financial aid with ICAS. All students with an EFC over 15, 000 reports on their FAFSA will be considered over income. The Education Committee will consider Special Circumstance of determination – Special circumstances include and are not limited to the following:

1. Medical conditions with physician document
2. Hardship that significantly hinders student's progress
3. Death in Family

V. STANDARD FOR GRANT APPLICATION AND FUNDING

1. All applicants must have a completed grant application packet for the current school year.
2. Application process should be 1 month prior to attending vocational institution.
3. Award notification will be sent out to the student and to the institution of the award amount.
4. Continuing training applicant who meets the academic requirements will be given financial assistance first, priority will be given to those applicants who have a completed file.
5. Funding limits are twenty four (24) months for any vocational trade with the exception of nursing which will be given thirty – six (36) months of financial assistance if needed.
6. Students must sign the Student Funding Agreement document, which certifies that he/she fully understands that if in the event that he/she does not complete training session (S) that he/she must return the awarded amount back to Inupiat Community of the Arctic Slope.
7. Not returning the funds can affect my future financial assistance requests for assistance.

VI. ACADEMIC REQUIRMENTS AND PROGRESS EVALUATIONS

For continuation of funding under the Inupiat Community of the Arctic Slope JPTA, AVT programs, students must maintain a minimum of (2.0) GPA (grade point average). Staff will evaluate student's academic record to determine if the student has met the minimum 2.0 "C" (GPA) **or its equivalent**.

Students who are given financial assistance must show satisfactory progress in training on a month by month basis. Attendance and initiative must be satisfactory in order for Inupiat Community of the Arctic Slope to determine if the student is making a sincere effort to complete his/her goals.

The progress reports are due on the 20th of each month, Stipends are provided by the 1st of every month with the determination of the prior month's progress report. For example August Stipend is based from July's Progress Report and Determination.

VII. PROBATIONARY

A student will be placed on probation when an unsatisfactory progress report is submitted and **no Stipend** will be provided. The student will have to provide a progress report for the immediate following month that indicates improved progress and attendance to maintain continuance within the program.

VIII. LEAVE OF ABSENCE FROM STUDIES/COURSES

Due to **limited funds** Inupiat Community of the Arctic Slope does not award stipends for those students' places on Leave of Absence. If a student is placed on leave of absence due to poor attendance, this will be reason for probationary placement. If the student has had an emergency/illness, family medical emergency, or death in the family, this will also be taken into consideration for **approved leave of absence without stipend non-probationary status**.

IX. TERMINATION FOR JPTA AVT Program

If the student has already been placed on probation and the immediate following month's progress report does not indicate improved progress and attendance the student will be terminated from the JPTA AVT program. The student will have found other means of supporting his/her monthly living expenses.

X. DROP OR WITHDRAWAL FROM TRAINING

All awarded funds will need to be reimbursed back to Inupiat Community of the Arctic Slope if a student decides to drop out of training and does not complete the session. If student fails to have funds reimbursed to Inupiat Community of the Arctic Slope student will not be awarded in the future and funds will be suspended. Inupiat Community of the Arctic Slope will be billing the students.

XI. APPLICATION DEADLINES

The grant application and required items must be received by the Inupiat Community of the Arctic Slope. There are no deadlines for JPTA AVT application due to the nature of sporadic training schedule. THESE APPLICATIONS WILL BE CONSIDERED FOR FUNDING PENDING AVAILABILITY OF FUNDS.

XII. OTHER IMPORTANT POLICIES

1. The Inupiat Community of the Arctic Slope will not be held responsible for medical bills incurred by the applicants(S) in the Adult Vocational Training program by persons who are currently receiving financial assistance under the JPTA AVT program.
2. Any applicants who wish to attend a vocational/technical or trade school outside of Alaska should have the protection of a medical and surgical insurance policy with a bona fide company.

3. If the applicant does not subscribe with an individual insurance company, he/she should apply to the Student Medical Plan through the Alaska Native Health Services (ANHS) which states:
 - a. The student must be currently enrolled and attending an accredited or certified College or university, vocational/technical, or trade school as a full-time student
 - b. The Health Service, Inc does not provide for dental care.
 - c. Prior to leaving Alaska the student must contact the Contact Health Service. The student must also Contact Health Services. Seventy-two (72) hours prior or after the first visit to the doctor.
 - d. Address and Telephone Number are:
ANHS Contact Analyst
P.O Box 7-741
Anchorage, Ak 99510
(907) 729-2482

VII. APPRENTICESHIP PROGRAMS (in Accordance to CFR 25 Sections 27.8)

Inupiat Community of the Arctic Slope does provide for financial assistance in the apprenticeship field providing that the apprenticeship program is recognized by industry and labor as leading to skilled employment. A program of apprenticeship training may be approve when such training.

1. Is offered by a corporation or association which has furnished such training to bona fide apprentices for at least one year preceding participation on this program:
2. Under supervision of a State apprenticeship agency, a State Apprenticeship Training Service.
3. Lead to an occupation which requires the use of skills that normally are learned through training on the job and employment which is based upon such elements as lengths of service, normal turnovers, personality, and other personal characteristics: and
4. Is identified expressly as apprenticeship training by the establishments offering it.

VIII. GREIVANCES

A grievance is any education-related matter which is a cause of sufficient concern to the student that he/she is compelled to seed a solution. Inupiat Community of the Arctic Slope provides for a systematic deliberation and resolution of grievance issues. Applicants/Students

Who feel that they have sufficient cause to seek a solution to a grievance may ask for an outline of the grievance procedure