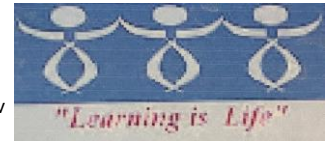




# Chemehuevi Education Center

P.O. BOX 1976 · HAVASU LAKE, CA 92363 · OFFICE: (760) 858-1063 · EMAIL: dir.edu@cit-nsn.gov



## Chemehuevi Adult Vocational Training (AVT) Application

**Congratulations on your decision to pursue a post-secondary education and a career!**

AVT deadline is 60 days before program commences or funding is due to the Vocational Institution, whichever comes first.

(Deadline may be evaluated on an individual basis to meet the needs of the student)

Chemehuevi AVT funding applies to Chemehuevi members residing in the United States in pursuit of Vocational Certificates, CTE Degrees at an **accredited** institution, or are working toward post-secondary career and technical degrees/certificates for career development. Chemehuevi AVT students' funding is determined by the Chemehuevi Director of Education and based on the FNA form sent directly from the Vocational Training Institutions Financial Aid Office. AVT Awards may be up to \$3,000 within a calendar school year, depending on availability of funds. The primary age for applicants is 18-35. Applicants over the age of 35 who demonstrate a need for training may be reviewed and recommended to Tribal Council for BIA approved age waiver. Students must be attending full-time as determined by the Vocational Training Institution and/or program and have a current GPA of 2.0 or better are eligible for continued funding.

Last Name		First Name		Middle Name	
Mailing Address		City	State	Zip	
Physical (if different from above)		City	State	Zip	
Email Address			Cell		
CIT Enrollment Number			Social Security Number		
Gender	DOB				
Mothers Name		Tribe			
Fathers Name		Tribe			

### DOCUMENTS REQUIRED FROM FIRST TIME APPLICANTS:

(These documents/forms are to be submitted once every 5 years unless a change/update applies).

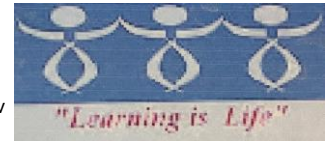
1. COPY OF BIRTH CERTIFICATE
2. COPY OF SOCIAL SECURITY CARD
3. CERTIFICATE OF CHEMEHUEVI INDIAN BLOOD FROM ENROLLMENT (760-858-4219)
4. COPY OF HIGH SCHOOL DIPLOMA or GED
5. VETERAN: COPY OF DISCHARGE CERTIFICATE
6. FERPA FORM

Original signatures required. Incomplete applications may not be accepted. Include all documents/forms and initial to acknowledge agreement. FNA, Class Schedule, and Official Transcripts may be submitted separate when available by Institution. Funding WILL NOT be disbursed until all documents are in file. **Please keep a copy for your personal file.**



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## ADDITIONAL DOCUMENTS NEEDED ANNUALLY FOR AVT APPLICATIONS:

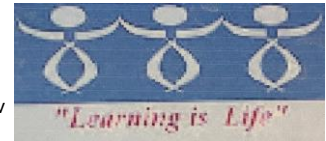
1. **AVT APPLICATION:** To be eligible for continued funding, a new application must be submitted annually. I understand that I must be a high school graduate or have a GED with a minimum score of 45%. **For continued funding with-in an application year a new class schedule, last terms official transcript, and current FNA need to be submitted.**
2. **COPY OF ACCEPTANCE/ADMISSIONS LETTER:** Undergraduate or graduate student must be admitted to post-secondary accredited institution to provide proof that you are currently pre-admitted or enrolled to an accredited college, university, or vocational institution. (For funding at same institution, this only needs to be submitted once).
3. **CURRENT SCHEDULE OF CLASSES:** Listing of course study (class schedule) from institution to provide status and proof of being a full-time student.
4. **OFFICAL TRANSCRIPTS:** Students new to college only: submit official high school transcripts, and/or GED completion papers. Continuing students only: submit final official transcripts mailed in a sealed envelope from the Registrar's Office to the CIT Education Department for all prior terms.
5. **FAFSA (SAR):** All students must complete the Free Application for Federal Student Aid (FAFSA) in accordance with federal policies each year.
6. **FINANCIAL NEEDS ANYLYSIS (FNA):** Please click link for [FNA](#) form: Student to provide FNA to Vocational Institutions Financial Aid Office. **email** or mail if to the CIT Education Department by deadline. This should be completed annually by the Vocational Institution or may be submitted per funding period if applicable.
7. **APPLY FOR THREE (3) OUTSIDE SCHOLARSHIPS:** Students shall apply for a minimum of three scholarships, and submit proof with annual application. The FAFSA counts as one.
8. **LETTER OF REQUEST TO TRIBAL COUNCIL:** Personal letter to the Tribal council should be 100 – 500 words explaining education goals, current progress and future plans upon graduation. These letters of request are presented to council anonymously please do not include personal information.
9. **MAINTAINING FUNDING:** **If GPA falls below 2.0** for a funding term and/or the student withdraws from class(es) even those marked withdrawal passing bringing student below fulltime status, the student must notify the CIT Education Center Director within 14 days of final grade release or withdraw date. **Those funds awarded where the 2.0 or C grade has not been met will be subject to re-payment for that term at the discretion of the Director of Education and the Tribal Council.** Chemehuevi AVT funding will not pay for repeat courses/classes. Failure to comply with the rule and/or no submission of final transcript each term may end in the full repayment of all term funding and may result in the forfeit of future opportunities to receive funding. Regardless of repayment decision the student will not be able to submit for any funding for at least a full-school year.
10. **MAXIMUM FUNDING:** The programs/certificates/degrees outlined classes may be considered for funding primarily. Depending on availability of funds for the FY, and the FNA provided by the Vocational Institution the Director of Education shall determine the maximum funding allowed per AVT application for the calendar year not to exceed \$3,000.
11. **STUDENT INFORMATION FOR MEDIA:** The applicant agrees to have their name, school, degree, major being pursued, and graduation announcement released in any press (both community and local media).
13. **INTERNSHIP REQUIRMENT OF ALL APPLICATIONS:** I agree to schedule an Internship with the Chemehuevi Director of Education no later than Oct 1<sup>st</sup> of the current calendar year. I also agree to be placed on a list for future internships/positions within the Tribe and it's entities that may result in opportunities for employment with the Tribe. If I am unable to complete this funding years Internship, at the discretion of the Chemehuevi Director of Education and the Chemehuevi Tribal Council, future Chemehuevi Higher Education and AVT funding may be denied.

Original signatures required. Incomplete applications may not be accepted. Include all documents/forms and initial to acknowledge agreement. FNA, Class Schedule, and Official Transcripts may be submitted separate when available by Institution. Funding WILL NOT be disbursed until all documents are in file. **Please keep a copy for your personal file.**



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**Please circle the month your AVT program commences:**

Jan    Feb    Mar    Apr    May    June    July    Aug    Sept    Oct    Nov    Dec

Start Date

Expected Graduation Date

Explain detailed reason for attending Vocational Institution. (ie. Name of Certificate, Degree, Career Development)

Vocational Institution Name

Mailing Address

City

State

Zip

Physical Address

City

State

Zip

Advisors Name

Advisors Contact Number

Advisors Email

Financial Aid Office Email

Please list all Post-Secondary School Education ( Postsecondary education includes non-degree programs that lead to certificates and diplomas plus six degree levels) Use back of form if needed or write N/A if not applicable.



Post-Secondary Education:

*Chemehuevi Applicants Signature*

*Date*

*Chemehuevi Applicants Parents Signature (If applicant is a minor)*

*Date*

*Mail or EMAIL Application to:  
Chemehuevi Education Center  
c/a Director of Education*

*P O Box 1976  
Havasus Lake, CA 92363  
[dir.edu@cit-nsn.gov](mailto:dir.edu@cit-nsn.gov)*

**DO NOT FAX**

Original signatures required. Incomplete applications may not be accepted. Include all documents/forms and initial to acknowledge agreement. FNA, Class Schedule, and Official Transcripts may be submitted separate when available by Institution. Funding WILL NOT be disbursed until all documents are in file. **Please keep a copy for your personal file.**