

Paaraq Policy and Scholarship Application

2018-2019 School Year



Policy, Procedures, and Application for Paaraq Scholarship Program

The Maniilaq Association **Paaraq Scholarship Program** is a scholarship awarded to selected students who are pursuing degrees at accredited universities and who are enrolled in a federally recognized tribe, **residing** in the Maniilaq Service Area. The program provides full-time recipients up to \$1,250 per semester and part-time recipients up to \$625 per semester. All funds are paid directly to the University for Tuition and Fees. The Paaraq scholarship Program is administered by staff at the Maniilaq Association 477 Workforce Development Department.

Eligibility Criteria

To be eligible to apply for the Scholarship, the applicant must meet the below criteria:

- 1) Be an enrolled member of a Federally Recognized Tribe from the Maniilaq Service Area: **Ambler, Buckland, Deering, Kiana, Kivalina, Kobuk, Kotzebue, Noatak, Noorvik, Point Hope, Selawik, or Shungnak;**
- 2) **Reside** in the Maniilaq service area;
- 3) Be enrolled into a college degree program (Associates or Bachelors) at an accredited University
- 4) Be enrolled as full-time or part-time status in accordance with the university's regulations and rules. Students who are funded on a full-time status must complete the semester as such;
- 5) First time applicants must have an overall GPA of 2.0 and returning students must have a 2.0 or greater GPA for the previous semester funded;
- 6) Be enrolled in degree that is Maniilaq related field

Application Process

To apply, students must fully complete and submit the following (students who received a scholarship the prior session should refer to "Returning Applicants" below):

- 1) **Fully Completed** Maniilaq Association Paaraq Scholarship **Application** with **Release of Information** (ROI)
- 2) For **first time** applicants, **official** transcripts from high school **and** each school previously attended; to show overall GPA of 2.0 or greater
- 3) **Proof of Acceptance** from the University that shows major field/ degree as a Maniilaq related field.
- 4) **Proof of Registration** status from the school, including all registered classes, hours and fees
- 5) **Tribal Enrollment** card or official certificate from your village IRA
- 6) A **letter of Intent** (minimum 500 words) explaining your career goals and how degree related to a Maniilaq field
- 7) **Two letters of Recommendation** from academic professors, employers and or tribal officials

Applicants Responsibility! Call 442-7021 to make sure we received everything!

It is the applicant's responsibility to contact the Maniilaq 477 Workforce Development office to ensure the application has been received, is complete and submitted. If your application is incomplete, we will attempt to contact you to inform you of what's needed, and the deadline to submit by. If you have not contacted us before the deadline date, your application will be denied.

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Student Paaraq Checklist



First Time Applicants Document Checklist

- The Maniilaq Association Paaraq **Application and Release Form**
- High School **Transcripts/ Diploma**
- Official Transcripts** from previous higher education with an overall GPA of 2.0 or greater
- Proof of Acceptance** from the University that shows major field as a Maniilaq related field.
- Registration** from the school, including all classes, and hours to verify full or part time
- Tribal Membership** enrollment card or certificate from one of the Maniilaq service area villages including Point Hope
- A **Letter of Intent** (minimum 500 words) explaining your **reasons for requesting a scholarship**, stating your **career goals**, and how your **degree is related** to a Maniilaq work field
- Two letters of recommendation** from academic professors, employers and or tribal official

Deadlines

Applicants must apply and submit all required documents by the following deadlines. Your application must be received by these dates:

Semester Schedule for School Year **2018-2019**

Fall Semester – First Friday in August – **08/03/18**

Spring Semester – First Friday in January - **01/04/19**

Continuing Students Eligibility and Documents checklist

It the policy of Maniilaq Association that continuing recipients of the Paaraq Scholarship must

- Submit the Paaraq Continuation **Application and Release Form**
- Unofficial transcripts** showing a
 - 1.** 2.0 or greater grade point average (GPA) for the previous semester
 - 2.** Passed all the courses that you registered for the previous semester and
 - 3.** Passed as full-time or part time; whichever considered for the previous semester
- Proof of **Registration and Fees** from the school for upcoming semester.
- A **Letter of Intent** (minimum 500 words) explaining your progress over the past session, new insight into your career goals and how your degree is tied to a Maniilaq related field.

Scholarship Information

The Scholarship Program will award recipients as follows:

Fall & Spring Semester Schedule:

- \$1,250 is awarded for full-time students; or
- \$625 is awarded for part-time students.

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Continued Eligibility:

It is the policy of Maniilaq Association that recipients of the Scholarship maintain a 2.0 or greater grade point average (GPA) each session and must meet their full-time or part-time student based on the number of credit hours considered by the student's school as full-time or part-time respectively. A returning student whose GPA is below 2.0 or has not passed the previous semester as full time or part-time according to enrollment, will be placed on Paaraq funding probation for the next term. The student must bring their GPA up in that term or their funding will be denied the next term. The student must have passed all courses they were enrolled and registered for in the semester that they received Paaraq funding. Failure to pass all previous registered for courses may cause the recipient to be placed on probationary status, or denial of funding.

Probationary Status:

Returning students who do not meet all the eligibility requirements may be placed on probation and will only receive half of the Paaraq scholarship. Probationary status can only be used twice and if eligibility requirements from the Paaraq policy are not met, the student will be denied.

Class Retakes:

Paaraq funding will not pay for class retakes. If the class was funded for in previous semesters, and the student enrolls for it again, the cost of the class will be deducted from your next award. Student must also be registered as full time aside from this class.

Returning Applicants

A student who received a scholarship in the previous session who wishes to apply for the scholarship for the next session, must complete and submit the following on or before the application deadline:

- 1) The Maniilaq Association Paaraq Scholarship Application with release of information;
- 2) University transcript (Official for fall and Unofficial for Spring); must have passed all the courses that you registered for in the previous semester; must have passed as full-time or part-time based on all courses you were enrolled, failure to do so may cause recipient to be placed on probationary status, or denial of funding. Full-time status probation is allowed once a year. The student must pass the probationary semester as full or part time whichever they register for or their funding will be denied the next term;
- 3) Paaraq funding will not pay for class retakes, if the class was funded for in previous semesters, the cost of the class will be deducted from the payment;
- 4) Proof of full-time or part-time registration from the school, including all classes and hours;
- 5) A letter of intent (minimum 500 words) explaining your progress over the past session, new insight into your career goals and how degree is related to Maniilaq employment field;
- 6) Report to Maniilaq Employment & Training every quarter to communicate and inform staff about your studies, challenges, and needed support. Students who withdraw, whether officially or unofficially, may be suspended from the scholarship program unless they can show just cause why withdrawal is necessary. The student must notify Maniilaq Employment & Training within ten working days of dropping or withdrawing from classes;
- 7) Maintain a 2.0 cumulative Grade Point Average (GPA). If the student fails to maintain a 2.0 GPA they will be placed on Paaraq funding probation for the next term. GPA probation is allowed once a year. The student must bring their GPA up in that term or their funding will be denied the next term. If a student is denied funding for academic reasons they may apply again when their GPA is brought up to a 2.0 or better.

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<input type="checkbox"/> New Applicant <input type="checkbox"/> Returning Applicant	Up to \$1250 Scholarship awarded to:		Returning Applicant requirements:
Sessions/Deadlines: <input type="checkbox"/> Fall -1st Friday in August	<input checked="" type="checkbox"/> Accepted into an accredited college or university <input checked="" type="checkbox"/> With the major relating to Maniilaq services <input checked="" type="checkbox"/> Tribal members within the Maniilaq service area		
<input type="checkbox"/> New Applicant Requirements: CHECK OFF AND SUBMIT			
<input type="checkbox"/> Completed Application	<input type="checkbox"/> Two Letters of Recommendation	<input type="checkbox"/> Acceptance Letter	<input type="checkbox"/> Letter of Intent (500 words min)
<input type="checkbox"/> Class Registration	<input type="checkbox"/> Verification of Tribal Enrollment	<input type="checkbox"/> Official Transcripts	<input type="checkbox"/> Official Transcripts- Fall Term <input type="checkbox"/> Unofficial Transcripts- Spring Term
<input type="checkbox"/> High School Transcript/Diploma/GED	<input type="checkbox"/> Letter of Intent (500 words min)		<input type="checkbox"/> Class Registration <input type="checkbox"/> Complete Application

Special Note: It is the **applicant's responsibility** to contact the Maniilaq 477 Workforce Development office to ensure the application has been received, is complete and submitted. If your application is incomplete, we will contact you to inform you of what's needed, and the deadline to submit by. If not all documentation is received by Paaraq deadline, application will be determined incomplete and denied.

Applicant Information: *Check your email as well for correspondence from WFD Staff:

Name: First Middle Last			Social Security Number:	
Maiden Name or Other Names Used:			Date of Birth:	Male: Female:
Permanent Mailing Address:		City:	State:	Zip Code:
Mailing Address while attending school:		City:	State:	Zip Code:
Home Phone:	Cell Phone:	Work Phone:		
E-mail Address:			Tribe Enrolled in:	

When the school year begins, what will your grade level be?

- Never Attended College/1st Year
 Attended College Before/1st Year
 2nd Yr/Sophomore
 3rd Yr/Junior
 4th Yr/Senior
 5th Yr/Other Undergraduate
 Continuing Graduate

Academic Records

College/University:			
Address:	City:	State:	Zip Code:
Major:	Credits Earned to Date:	Cumulative GPA:	

Statement of Truth: Under penalty of perjury, I certify that all information contained in this application is accurate and true to the best of my knowledge. I understand that the information is subject to verification. I further certify that any funds received under Maniilaq's Workforce Development Department will be used solely for expenses related to my attendance at the educational institution listed on this application.

Print Full Name

Sign

Date

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Maniilaq Association Workforce Development Department

Authorization for Release of Information

I, _____, hereby authorize the release of information requested by the Maniilaq Association 477 Workforce Development Department. The requested information shall be used solely in the administration of Employment & Training and will not be release to any other person or agency outside the Employment & Training Program or its agents. I hereby authorize the Employment & Program Services to obtain and exchange information related to my applications to participate in their programs. And, to arrange for such participations based on my employability assessment and plan to employment related services and activities. This release of information shall be in effect while I am an applicant or recipient of Employment & Training benefits.

Persons or organizations that may be contacted include, but are not limited to: the Department of Law, the Department of Public Safety, the Department of Fish & Game, the Department of Labor, the Department of Military Affairs, Alaska State Housing Authority, Social Security Administration, local and tribal governments, public assistance program contractors, stock and grantees, Health Care Providers, Tax Assessors, Financial Institutions, Native Corporations, Stock Brokerage Firms, Landlords, Employers, School Authorities, private individuals and all departments and programs within and administered by the Tribal Government Services.

College/University:			
Address:	City:	State:	Zip Code:
Major:	Credits Earned to Date:	Cumulative GPA:	
This Release Authorization Form is valid 1 year from the date signed.			

Printed Name of Applicant

Applicant Signature

Social Security Number

Date of Applicant Signature