

# Paaraq Policy and Scholarship Application

## 2019-2020 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 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 explaining your reasons for requesting a scholarship, stating your career goals, and how your degree is related to a Maniilaq employment field
- Two letters of recommendation from academic professors, employers and or tribal official

#### Semester Schedule for School Year 2019-2020

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

Summer Semester – First Friday in June – **06/07/19**

Fall Semester – First Friday in August – **08/02/19**

**\*You will have 30 days from application deadline to submit all required documents\***

#### Continuing Students Eligibility and Documents checklist

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

- Submit the Paaraq Continuation Application and Release Form
- Unofficial Transcripts for Spring and Official Transcripts for Fall Semester showing:
  - 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 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 & Summer 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 status 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, and have passed all courses they were enrolled and registered for in the semester that they received Paaraq funding, will be placed on probation for the next term. The student must bring their GPA up in that term or their funding will be denied the next term. Failure to comply with the policy 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:**

If a 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. Full-time status probation is allowed once a year, during this time the student must complete semester as full or part time
- 3) Proof of full-time or part-time registration from the school, including all classes and hours;
- 4) A letter of intent explaining your progress over the past session, new insight into your career goals and how degree is related to Maniilaq employment field;
- 5) 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;
- 6) 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"/> <b>New Applicant</b> <input type="checkbox"/> <b>Returning Applicant</b>	<b>Up to \$1250 Scholarship awarded to students:</b>	
<b>Sessions/Deadlines:</b> <input type="checkbox"/> <b>Fall -1<sup>st</sup> Friday in August</b> <input type="checkbox"/> <b>Spring -1<sup>st</sup> Friday in January</b> <input type="checkbox"/> <b>Summer -1<sup>st</sup> Friday in June</b>	<input checked="" type="checkbox"/> <i>Accepted into an accredited college or university</i> <input checked="" type="checkbox"/> <i>With a major relating to Maniilaq services</i> <input checked="" type="checkbox"/> <i>Tribal members within the Maniilaq service area</i> <input checked="" type="checkbox"/> <i>Applicants must reside in the Maniilaq service area</i>	
<b>New Applicant Requirements: CHECK OFF AND SUBMIT</b>		
<input type="checkbox"/> <i>Completed Application</i>	<input type="checkbox"/> <i>Two Letters of Recommendation</i>	<input type="checkbox"/> <i>Acceptance Letter</i>
<input type="checkbox"/> <i>Class Registration</i>	<input type="checkbox"/> <i>Verification of Tribal Enrollment</i>	<input type="checkbox"/> <i>Official Transcripts</i>
<input type="checkbox"/> <i>High School Transcript/Diploma/GED</i>	<input type="checkbox"/> <i>Letter of Intent</i>	

<b>Returning Applicant requirements:</b>	
<input type="checkbox"/> <i>Letter of Intent</i>	
<input type="checkbox"/> <i>Official Transcripts:</i> <input checked="" type="checkbox"/> <i>Fall Term</i>	
<input type="checkbox"/> <i>Unofficial Transcripts:</i> <input checked="" type="checkbox"/> <i>Spring Term</i> <input checked="" type="checkbox"/> <i>Summer Term</i>	
<input type="checkbox"/> <i>Class Registration</i>	
<input type="checkbox"/> <i>Complete Application</i>	

### Special Note:

It is the **applicant's responsibility** to contact the Maniilaq 477 Workforce Development office to ensure the application has been received, and is complete. If your application is incomplete, **you will have 30 days from the application submission deadline to submit all required documentation** that may be missing. If all documentation is not received, your 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:	
<b>E-mail Address:</b>			<b>Tribal IRA Enrolled in:</b>		

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

- Never Attended College/1<sup>st</sup> Year   
  Attended College Before/1<sup>st</sup> Year   
  2<sup>nd</sup> Yr/Sophomore  
 3<sup>rd</sup> Yr/Junior   
  4<sup>th</sup> Yr/Senior   
  5<sup>th</sup> 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

Submit Complete Applications to:  
 Maniilaq Association Workforce Development  
 P: (907) 442-7021 Fax: 1-866-832-9350  
[scholarships@maniilaq.org](mailto:scholarships@maniilaq.org)

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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:	
<b>This Release Authorization Form is valid 1 year from the date signed.</b>			

\_\_\_\_\_  
**Printed Name of Applicant**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
**Date of Applicant Signature**