

# MANIILAQ ASSOCIATION WORKFORCE DEVELOPMENT

## PAARAQ POLICY

### Paaraq Scholarship Policy and Procedures

The Maniilaq Association Paaraq Scholarship is 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 scholarship provides full-time recipients up to \$1500.00 per semester and part-time recipients up to \$750.00 per semester. All funds are paid directly to the University for Tuition and Fees. The Paaraq scholarship is administered by Maniilaq WFD staff.

### 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, Bachelors, Masters, etc.) 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

### Semester Schedule Deadlines: Before Midnight AST

**Spring Semester** – First Friday in January

**Summer Semester** – First Friday in June

**Fall Semester** – First Friday in August

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

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### First Time Applicants Document Checklist

- The Maniilaq Association Paaraq Application and Release Form
- High School Transcripts with ending GPA and graduations date posted on it
- 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 of study as a Maniilaq related field
- Class Registration from the school, to verify full or part time
- Tribal Membership enrollment card or certificate from one of the Maniilaq service area villages including Point Hope
- 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

### Scholarship Information

The Scholarship will award recipients as follows:

Fall, Spring & Summer Semester Schedule:

- \$1,500.00 is awarded for full-time students; or
- \$750.00 is awarded for part-time students.

### Returning Applicants Eligibility and Documents checklist

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:

- Paaraq Application and Release Form
- Official Transcripts for Fall and Unofficial Transcripts for Spring Semester, applicant must have completed all the courses registered for in the previous semester as full-time or part-time according to application status, and meet the following:
  - 1)** Maintain a 2.0 cumulative Grade Point Average (GPA). If student fails to maintain a 2.0 GPA then they will be placed on Paaraq funding probation for the next term. GPA probation is allowed once per 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.
  - 2)** Passed all the courses that you registered for the previous semester and
  - 3)** Completed semester as full-time or part time; per enrollment for the previous semester
- Proof of Registration from the school for upcoming semester.
- Letter of Intent, explaining your progress over the past session, and updates to your career goals.

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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 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 completed the previous semester as full time or part-time according to enrollment, and has not 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.

Students must 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 unless they can demonstrate just cause for withdrawal. The student must notify Maniilaq Employment & Training within ten working days of dropping or withdrawing from classes.

## Probationary Status

Failure to comply with the policy may cause the recipient to be placed on probationary status, or denial of funding.

Probation is allowed one time per year, returning students who do not meet the eligibility requirements may be placed on probation, which means they may receive half of the award. The amount will depend on their full-time or part-time status. If student does not improve grades by the end of the probationary status term, the student then will not be eligible to receive the scholarship for the following term, until the student increases their GPA.

## Class Retakes

If a class was funded for in previous semesters, and the student did not complete it and enrolls to retake, the cost of that class will be deducted from the award.

## Annual Funding Availability

The Maniilaq Board of Directors appropriates an annual funding amount for this scholarship during its approval of the organizations Fiscal Year Operating budget. Based upon this appropriation, Workforce Development administers this scholarship in accordance with this policy, and the administrative procedures developed by WFD staff.

Any unused funds from the annual approved appropriation may be transferred to the James Qignak Wells Endowment to maximize awards.