



# CONFEDERATED TRIBES OF SILETZ INDIANS OF OREGON

Attention Education Department – AVT;  
Portland Area Education Specialist Katy Kaady  
12790 SE Stark Street, Suite 102  
Portland, OR 97233  
503-238-1512 fax: 503-238-2436 e-mail: [katyk@ctsi.nsn.us](mailto:katyk@ctsi.nsn.us)

## **APPLICATION FOR ADULT VOCATIONAL TRAINING (AVT)**

The following documents or information will be required to complete the application:

- Indian eligibility. Applicant must be an enrolled tribal member of the Confederated Tribes of Siletz Indians of Oregon;
- Residency requirement. Applicant must reside within the Confederated Tribes of Siletz Indians of Oregon's eleven (11)-county service area; (Copy of ID or Driver's License)
- Application for Adult Vocation Training;
- Financial Aid Package Form. Proof that you have applied for Financial Aid.
- Letter of acceptance for admission from the training institute that you plan to attend;
- Copy of High School Diploma or General Education Diploma (GED) scores and High school transcripts or college transcripts
- Statement of Goals & Plans.
- Placement Test Results or SAT/ACT Scores
- Degree Evaluation if entering 2<sup>nd</sup> year of program at Community College
- Proof of (applying) having applied for 2 scholarships.

**Deadlines to submit this application are as follows:**

**Fall Term - June 30;**

**Winter Term - October 31;**

**Spring Term - January 31.**

All documentation must be turned in to the Education Specialist in the area office where you are attending school.

It is the Application's responsibility to keep our office informed of current mailing address and phone number. Completed grant applications must be submitted for each school year. Please return this completed application to the above address.

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## APPLICATION FOR ADULT VOCATIONAL TRAINING (AVT)



### General Information about You:

LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN (IF ANY)
MAIL ADDRESS			CITY, STATE & ZIP CODE
PHYSICAL ADDRESS (IF DIFFERENT)			COUNTY OF RESIDENCE
HOME TELEPHONE	WORK TELEPHONE	MESSAGE TELEPHONE	

### Personal information about you:

SOCIAL SECURITY NUMBER	DATE OF BIRTH	SILETZ TRIBAL MEMBER <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes →	ENROLLMENT NUMBER	VETERAN <input type="checkbox"/> Yes <input type="checkbox"/> No
SEX <input type="checkbox"/> Female <input type="checkbox"/> Male	MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced			# OF DEPENDENTS

### Information about the kind of diploma you received:

Diploma	Name and Location of High School			
<input type="checkbox"/> High School				
High School Diploma Complete this area	High School Graduation Date	Type of High School		
		<input type="checkbox"/> BIA	<input type="checkbox"/> Tribal	<input type="checkbox"/> Private <input type="checkbox"/> Public
Diploma	Name and Location where GED was obtained			
<input type="checkbox"/> GED				
General Education Diploma (GED) Complete this area	GED Graduation Date			
				

### Information about the kind of training requesting:

Type of training or employment you are interested in: \_\_\_\_\_

Have you had previous training?  Yes  No

If Yes, please explain: \_\_\_\_\_

Training or Employment Location Desired: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

Name of School & address: \_\_\_\_\_

Have you ever received a Tribal Education Grant before?  Yes  No

If yes what years



Higher Education Terms funded	Adult Vocational Training-Terms/Months Funded

Status in Education program last term attended was:  Good  Probation  Suspended

**STATEMENT OF EDUCATION PURPOSE:** I declare that I will use any funds I receive under the Confederated Tribes of Siletz Indians of Oregon's Adult Vocational Training Grant Program solely for expenses connected with attendance at:

Name of institution: \_\_\_\_\_

### PROGRAM EXPECTATIONS AND GUIDELINES

**Attendance:** Program expectations include regular attendance, arriving for class on time and remaining in class until the end of class. Students' subsistence grants can be reduced according to the number of unexcused absences from school. One verbal warning will be given before any reduction will be implemented;

**Class Schedules:** Mail each term's class schedule to our office as soon as it is available. You should include days, time, building and room numbers. If you are working, please include those days and times;

**Grade Reports:** Students will not receive Tribal checks for the next term until our office has the previous term's grade report. It is your responsibility to provide us the report, not the schools.

**12/2:** In order to remain in good standing with the Tribal AVT Program, you must complete twelve (12) credit hours per term and earn at least a 2.0 Grade Point Average (GPA) or clock hours as required by training institution. Remember, you need to meet our Tribal program standards and your school's financial aid standards.

Please take care to protect your status as a student. Funding is becoming a real problem. Submit your Financial Aid Forms (FAF) early in January each year. Respond to any request from the College Scholarship Service. Complete your school's financial aid validation process as soon as possible. The Tribe will not be responsible to replace any funding lost by the student for failing to complete the financial aid process in a timely manner. The following contain excerpts taken from the Confederated Tribes of Siletz Indians' Adult Vocational Training (AVT) Manual. They outline the regulations and rules that must be followed while participating in the AVT program, you will need to sign the statement that you have read and understood the manual excerpts and program expectations.

## **Privacy Act and Paperwork Reduction Act Statement**

This information is provided pursuant to public law 93-579 (privacy act of 1974), December 31, 1974. Although furnishing personal information to this office is voluntary, failure to supply complete and accurate information may preclude the applicant for eligibility for assistance under this program.

This information is being collected to determine eligibility of individuals applying for services. This information will be used to produce statistical records required of the office of Indian Education Programs. Response to this request is required to obtain a benefit.

I hereby certify that that the above information on this form is true and correct to the best of my knowledge. I consent to the exchange of information between the Tribal Education Program, other agencies and school staff. I request that any grant awarded me be mailed to me in care of the financial aid office of the institution. I will provide a copy of my grades or transcript to the Adult Vocational Training Program office at the end of each Academic Term/Semester.

The following points are emphasized and you as the student agree to the following:

1. Students receiving grant aid are expected to complete the minimum of hours required, to be considered regular or full-time student (12 credit hours) or clock hours set forth from training institute with plans to complete the program requirements within the program requirements. Satisfactory grades must be maintained (GPA of at least 2.0).
2. Funds will be placed with the Financial Aid Officer or Business Manager of the college or university for use in accordance with the approved budget.
3. If circumstances arise which make it impossible to remain in school, the student should immediately notify the Tribe. There may be a waiting list of students applying for funds; refunds may be used to assist these students.
4. Each student must furnish a copy of his current term-semester class schedule and grade report to the Tribe at the end of each term/semester. Failure to do so may result in a delay of the release of the subsequent term's funding.
5. Notify Tribal Education Program and College Financial Aid office of any funds received for education expenses, ie. Scholarships, Veterans Funds, Voc Rehab funds, etc.

### **AGREEMENT**

I hereby applied to the school indicated on this application and agree to follow all rules, regulations, attendance requirements of the school, and to the best of my ability, will satisfactorily complete the course, which I have selected. I further agree that the funds issued to me for training purposes by the Confederated Tribes of Siletz Indians of Oregon, Adult Vocational Training Program, will be so used or repayment will be made to the Siletz Tribe. I understand that if I am eligible for other training funds, this will be included when computing my financial aid package and I agree to use those funds for the purpose intended. I authorize the school to release grades, attendance, financial aid and any other information that is related to academic progress to the Confederated Tribes of Siletz Indians of Oregon.

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*Signature of AVT Applicant*

*Date*



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RELEASE OF INFORMATION

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

To Whom It May Concern:

I, \_\_\_\_\_ do hereby
authorize the release of any and all information regarding my case file as it relates to the
eligibility/application for assistance from the Confederated Tribes of Siletz Indians (CTSI) of Oregon,
for the Academic Year 20\_\_-20\_\_.

- Grade Reports, transcripts, progress reports
Attendance verification
Financial aid transcripts and budget summaries
Personal reports, program participation and/or requirements

The information is permitted to be released to the Confederated Tribes of Siletz Indians (CTSI)
Education Department.

x

Signature of Student

Date

I authorize the Confederated Tribes of Siletz Indians to release information from my education file to
my school or other programs that I am participating in.

x

Signature of Student

Date

I consent to having my name placed in the Siletz News and other local Tribal newsletters for any
education accomplishments I am achieve in the future.

x

\_\_\_\_\_

\_\_\_\_\_

*Signature of Student*

*Date*