

# Adult Vocational Training Program Checklist

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The Adult Vocational Training Program application is submitted online at [stonechild.edu](http://stonechild.edu). The Higher Education Program has two (2) application deadline dates.

## **March 31 – first deadline date to submit the following:**

1. Adult Vocational Training Program application found online at [stonechild.edu](http://stonechild.edu) in the scholarship section.
2. Verification that Financial Aid Application (for a Pell Grant) has been applied for.

Applicants who submit the above applications by March 31 deadline date will have until June 30 to complete their files.

## **June 30 – second and final deadline date, submit the following to complete your file:**

3. **Needs Analysis (budget)** – must be completed and signed by the Financial Aid Office at the Institution the applicant plans to attend.
4. **College Acceptance Letter** – must be from the admissions office.
5. **Chippewa Cree Tribal Enrollment Certification** – contact the Chippewa Cree Tribal Enrollment Office (406) 395-5238 for the Certification of Indian Blood or tribal ID.
6. **High School Final Grade Transcripts, HiSET or GED Scores** - Official high school grade transcripts must show a final 2.50 grade point average or higher. HiSET Comprehensive Score Report must be 45, a score of 2 out of 6 on the language arts essay and a score of 8 or higher on each subtest. GED scores must show a 450 or 45 test score.
7. **College Grade Transcripts** - submit college grade transcripts from the registrar's office and all colleges/universities previously attended.
8. **FERPA/Release of Information/Disclosure Form** – signed and submitted to the Higher Education office upon acceptance for funding.
9. **Handbook Tear Out Page** – read and sign the tear out page which means you read and understand the Adult Vocational Program policies and procedures upon acceptance for funding.
10. **Personal Letter of Interest** – include college major and plans upon earning an Associate or Bachelor Degree and your willingness to work for the Chippewa Cree Tribe if employment in your field of education is available.
11. **Education Plan** – The plan must show all courses completed and the courses needed to earn a Certificate or Associate Degree in the chosen major the applicant has declared, it must be signed by a college advisor and must show your graduation date.

**Continuing students** - are to submit a PDF document that states “Not required; already on file” into the application for college acceptance letter if not changing schools, tribal enrollment certification, high school transcripts and letter of interest. All other uploads are required to be updated.

**Please note that it is the applicant's responsibility to submit all application items required to complete their file by each deadline date.**