

**ST.CROIX CHIPPEWA INDIANS OF WISCONSIN****Education/Youth Program**

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**Academic Post-Secondary  
Technical College and Training Scholarship  
JOB PLACEMENT AND TRAINING PROCEDURES**

The St. Croix Education/Youth Program offers Job Placement/Training (JPT) Funding.

**The St. Croix Tribal Job Placement and Training Program Procedures**

The St. Croix Job Placement and Training Program was created to financially assist eligible Tribal members that meet the enrollment requirements (**all JPT applicants must be a member of a federally recognized tribe according to 25 CFR Part 26.1**). Any JPT applicant must also fulfill the requirements by developing an Individual Self-Sufficiency Plan (ISP), and meet the need. For the educational assistance portion of the application, students must be enrolled in an accredited college (2-year) or vocational training to pursuing a degree/ certificate. The purposes of these policies are set forth rules to govern the awarding of the BIA funds administered by the Education/Youth Program.

**\*2-YEAR POST SECONDARY\***

**Costs Covered under the Job Placement & Training Program for 2-year post-secondary:**

- Tuition
- Fees
- Institutional fees
- Text Books and or eBooks (if required by institution)
- Supplies required by course and covered in syllabus
- On/Off campus-housing (dorm/lodging) for the individual student only
- AP/Youth Options courses
- Online courses

**Costs not covered by the JPT Program will include, but not to be limited to for 2-year post-secondary:**

- Retakes due to low/passing grade
- Travel arrangements
- Off-campus housing
- Extra-curricular Activities
- Basic school supplies (note books, pens, etc.).

## I. ELIGIBILITY REQUIREMENTS

- A. Must meet the enrollment requirements (all JPT applicants must be a member of a federally recognized tribe according to 25 CFR Part 26.1).**
- B. Must be officially accepted into an accredited post-secondary institution.**
- C. Students are required to apply for FAFSA.**
- D. Students are required to apply for additional grants and scholarships (please list in ISP outline).**
- E. W-9 filled out by student and a W-9 filled out by college (2 forms will be provided in this packet).**
- F. Students are required to submit a personal essay (350 word minimum).**
- G. Must be enrolled as a full-time, half-time, or part-time undergraduate.**
- H. Undergraduate students must have and maintain a minimum cumulative semester GPA of 2.5.**
- I. If on probation, the student must develop and follow an educational improvement plan.**
- J. For continuous funding after completion of a degree, students attending a two year college/institution must transfer to a 4-year school; students attending a 4-year college/institution must continue on for a Masters, and so on.**
- K. Students must respond to any/all communications from the St. Croix Education/Youth Program as required for pertinent information/updates.**

## ENROLLMENT PROCESS

The JPT Assistance is awarded for the full duration of school, for each semester providing the student continuously meets all academic requirements and provides all information requested. All applications will be screened by the St. Croix Education/Youth Program for completeness and eligibility.

### ***\*Application Deadlines for 2 Year Post-Secondary***

Applications are required to be submitted to the St. Croix Education/Youth Program on or before the following dates:

- **July 1<sup>st</sup> for the Fall semester**
- **November 1<sup>st</sup> for the Winter or Spring semester**
- **April 1<sup>st</sup> for the Summer semester**

*\*Failure to adhere to these deadlines may result in denial of JPT Assistance and/or delay in school enrollment.*

### ***A. Application for new students:***

- Fully completed JPT Application
- Copy of High School Transcript and/or diploma, or General Equivalency Diploma (GED) from an accredited institution.

- Official transcripts or grade reports from previously attended colleges/universities, if applicable.
- Letter of Acceptance from college/university or proof of registration from institution.

**B. *Process for continuing students***

- Students must confirm with St. Croix Education/Youth Program that all “personal information” is up to date.
- The student must be in good standing (not suspended).

**C. *Process for Youth Options/AP Courses for High School Students***

- High School Students may receive assistance for pre-college courses and or college courses while attending High School, when the High School Districts are unable to pay. St. Croix Education Department must be notified prior to signing up for any AP/Youth Options courses. Assistance will be determined by the St. Croix Education Department.

*\*For students previously suspended or placed on probation from the JPT Program and/or had dropped/withdrawn from the program without approval or proper notification may be required to adhere to certain criteria for recertification to receive funding again.*

**II. JPT-2 YEAR POST SECONDARY ACADEMIC REQUIREMENTS**

- **All students must submit their class schedule on or before the first two weeks of classes.**
- **For every semester/term students must submit a copy of their transcript/grades to St. Croix Education/Youth Program for continuous eligibility.**
- Continuing students must also confirm personal information is current.

**Academic Requirements**

Students will receive funding for each semester and remain eligible for the JPT Program under the following requirements:

**Grade Point Average (GPA) and Credit Hours**

- Full-time student: must earn a minimum of 12 credit hours or more with a cumulative semester/trimester GPA of 2.5 on a scale of 4.0 at the end of the semester/trimester.
- Half-time student: Must earn between 6-11 credit hours with a cumulative semester/trimester GPA of 2.5 on a scale of 4.0 at the end of a semester/trimester.
- Part-time student: Must earn a minimum of 6 credit hours or more with a cumulative semester/trimester GPA of 2.5 on a scale of 4.0 at the end of the semester/trimester.
- Summer student: Must earn a minimum of 6 credit hours or more with a cumulative semester/trimester GPA of 2.0 on a scale of 4.0 at the end of the summer session.

### III. AWARD AMOUNTS BASED ON CREDIT HOURS

#### Undergraduate students:

- Full-time (12 credits or more) may receive up to \$1500.00 in assistance.
- Half-time (6-11 credits) may receive up to \$750.00 in assistance.
- Part-time (less than 6 credits) may receive up to \$375.00 in assistance.

*\*Assistance may be determined based on need as found in Job Placement/Training requirements*

#### Summer students:

- 6 credits or more may receive up to \$750.00

#### Youth Options/AP Courses

- High School Students may receive assistance for pre-college courses and or youth options courses while attending 11<sup>th</sup> and 12<sup>th</sup> grade and depending on good academic status. If the School Districts are unable to pay for these courses, the St. Croix Education Department may provide assistance. The St. Croix Education Department must be notified prior to signing up for any AP/Youth Options courses. Assistance will be determined by the St. Croix Education Department.

### IV. BILLING AND ANY ADDITIONAL REQUIREMENTS

- The JPT Assistance may only be applied towards a current/final balance while attending.
- An itemized invoice/bill from the college for each semester. This invoice must be from the college/university that has the list of charges in detail; it must include the student's name, student I.D. and name of the college/university attending.
- It is highly suggested to submit tuition bills prior to applying school loans to qualify for the full amount allowed based on credit hours.
- Fines, credit card bills, late fees/charges, or bill in collections will not be covered by the grant.

### V. ACADEMIC PROBATION AND SUSPENSION POLICY

*If a student fails to adhere to the Job Placement and Training Requirements, preferably to GPA requirements, they can be placed on probation for the following semester.*

#### Academic Probation

- Students who do not meet the minimum JPT requirements for one semester will receive an *Academic Probation* letter from the St. Croix Education/Youth Program, placing the student on probation for the following semester/trimester.
- Students who fail to meet the requirements after being placed on *Academic Probation* will be suspended and ineligible for the JPT program.

#### Suspension

- Students can be suspended from the JPT Program for any of the following reasons:

- ❖ **Failure to submit official transcripts or grade reports to the St. Croix Education/Youth Program within one month of the end of the semester/trimester.**
- ❖ **Failure to notify any changes of information or update contact information.**

- Once a student's JPT Assistance has been suspended, the student will not be eligible for future funding or reinstated until the student earns a minimum of 12 credit hours (over any time frame), and a GPA of 2.5 (3.0 for post graduate) or better for each class.
- Upon reinstatement, if the student fails to adhere to the JPT rules and requirements, they will be automatically suspended and may be ineligible for future funding.

### **Automatic Suspension/Denial of Scholarship**

Students will be automatically suspended and rendered ineligible for the Job Placement and Training (with no probationary period) and **will be required to reimburse costs and fees awarded for any of the following reasons:**

- Failure to complete the semester/trimester without notifying St. Croix Education/Youth Program.
- Failure to notify the St. Croix Education/Youth Program of 'withdrawal/drop' status within 5 working days after the separation.
- Suspension or dismissal from the school/institution for policy violations.
- Providing false/misleading information.

### **Dropping or Withdrawing from a class or classes**

- Students must notify the St. Croix Education/Youth Program of their intent to drop or withdraw from a class, as it may put you under a different status for funding (half-time or part-time).

### **Withdrawal from school**

Any student intending to withdraw from school is required to adhere to the following procedures:

- Students must notify St. Croix Education/Youth Program of their intention to withdraw from school within 7 working days.
- Failure to notify St. Croix Education/Youth Program may result in the student having to reimburse funding received from the JPT Program.

### **Academic Improvement Plans**

In order to remain eligible, students must submit a copy of their recent official transcripts or grade reports to the St. Croix Education/Youth Program. At that time the student will be required to submit and updated educational plan (goals) to show how they plan to improve and maintain good academic standing. The students are then reminded that completion of degrees must adhere to the following required:

- A. Under the full-time, half-time, and part-time status, the respective degrees or programs must be completed within the time frame allowed:

-Associate degree not to exceed three (3) years

- B. If a student requires more than three years earning an Associate degree, the student may be financially responsible for the costs (tuition, fees and books) associated and /or incurred thereafter, **unless approved by St. Croix Education to extend their semester(s).** At this time they must be in total compliance with the academic requirements.

## VI. DEAN'S/PRESIDENT LIST

St. Croix Education/youth Program promotes academic success which may include providing an additional award for those achieving a cumulative GPA of 3.5 and above. This amount may be determined by the Financial Aid Award Committee, and may include but is not limited to personal expenses.

**The St. Croix Education/Youth Program  
would like to wish you good luck in your  
educational endeavors and look forward to  
supporting you to reach your goals for the  
success of our tribe and future!**

**St. Croix Education/Youth Program**



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EMAIL: [karenw@stcroixtribalcenter.com](mailto:karenw@stcroixtribalcenter.com)**St. Croix Job Placement and Training Agreement**

1. I will abide by the Job Placement and Training Policies as set forth by the St. Croix Education/Youth Program
2. I will submit an updated schedule of classes, grades, and tuition bill for each term.
3. I will remain in school to complete my chosen program as noted in educational plan within the set time frame.
4. If I withdraw from school or choose to take time off, I will notify the St. Croix Education/Youth Program.
5. If I withdraw from the program without proper reason and documentation, I may lose the opportunity to receive the grant until further notice.
6. If I drop classes which have been paid for through the JPT without valid reason/documentation, I may be subjected to pay the money back to the program. This will include money disbursed for tuition, fees, and books.
7. If I fail to maintain the minimum GPA requirement of 2.5 for undergraduates and 3.0 for graduate, I may be placed on academic probation/suspension until further notice.

**I have read and understand the Job Placement and Training Agreement, and I will comply with the conditions set forth.**

**Student/Parent Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

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EMAIL: [karenw@stcroixtribalcenter.com](mailto:karenw@stcroixtribalcenter.com)**St. Croix Education/Academic Scholarship Program****Job Placement and Training Program Certification****APPLICATION NAME** \_\_\_\_\_**APPLICATION DATE** \_\_\_\_\_**SCHOOL & LOCATION** \_\_\_\_\_

- SCHOOL ACCEPTANCE LETTER ON FILE
- HIGH SCHOOL DIPLOMA/HSED/GED ON FILE
- JOB PLACEMENT AND TRAINING APPLICATION
- JOB PLACEMENT AND TRAINING AGREEMENT SIGNED
- AUTHORIZATION TO RELEASE INFORMATION
- STUDENT CONTACT FORM
- EDUCATIONAL (GOALS) PLAN FOR 2/3 YEAR
- STUDENT PROGRESS REPORT (GRADES)
- CLASS SCHEDULES (REQUIRED EACH SEMESTER)
- MEET SPECIFIC ANCESTRY REQUIREMENTS
- FAFSA REPORT (EFC DETERMINED)

I certify that my application and appropriate documents are on file and have been reviewed. The above applicant has met program requirements and will be notified of St. Croix Scholarship acceptance.

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 Karen Washington, St. Croix Education

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 Date





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EMAIL: [karenw@stcroixtribalcenter.com](mailto:karenw@stcroixtribalcenter.com)**St. Croix Education/Academic Scholarship Program****Student Contact Form****Name:** \_\_\_\_\_**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone****Home:** \_\_\_\_\_**Cell:** \_\_\_\_\_**Alternate:** \_\_\_\_\_**Email:** \_\_\_\_\_**Advisor Name:** \_\_\_\_\_**Other contact information/notes:**


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# ST. CROIX CHIPPEWA INDIANS OF WISCONSIN

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## U.S. DEPARTMENT OF INTERIOR BUREAU OF INDIAN AFFAIRS JOB PLACEMENT & TRAINING PROGRAM APPLICATION

Application #:

### PART I: TO BE COMPLETED BY APPLICANT

School Year 20\_\_\_\_ - 20\_\_\_\_

Date Received: \_\_\_\_\_

Previously Applied: ☐ Yes ☐ No

Last Name First Name M.I. Maiden

Marital Status: ☐ Single ☐ Married ☐ Divorced Date of Birth Tribal ID #

Home Address City State Zip Code

Telephone Number Alternate Phone E-mail Address

Name and Address of High School Attended - Type of high school: ☐ Public ☐ Private ☐ BIA ☐ GED ☐ HSED Graduation Date

Name and Address of Institution you plan to attend Year Status: ☐ 1st ☐ 2nd ☐ 3rd Credits: \_\_\_\_\_ Term Attending: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Major Course of Study Expected Degree: ☐ Associates ☐ Certificate

Father's Name Tribe/Reservation Date of Birth

Mother's Maiden Name Tribe/Reservation Date of Birth

### STUDENT STATEMENT OF CERTIFICATION - IMPORTANT- READ CAREFULLY

I declare that the information given by me on this form is true, correct and complete to the best of my knowledge and that if granted assistance I will use it only for educational expenses and purposes, and agree that this information may be shared between the Bureau of Indian Affairs, Tribe, State and the institution. I further agree that I will contact the financial aid office of the institution I have selected and will apply for financial aid available to me. I request the financial aid office to notify the BIA-State-Tribe of my financial need and authorize any school I am attending to release a copy of my transcript to the BIA-State-Tribe at the end of each academic period. I request that any Bureau scholarship funds awarded to me be mailed to me in care of the financial aid or business office at the institution I attend.

Signature of Student/Applicant

Date

### PART II: TO BE COMPLETED BY TRIBAL ENROLLMENT OFFICE

I certify that the above named applicant is a ☐ member ☐ descendant of the \_\_\_\_\_

Tribe and is \_\_\_\_\_ degree of Indian blood according to available records.

Signature of Certifying Official

Date

**PART III: TO BE COMPLETED BY THE FINANCIAL AID OFFICER (SUBMIT COPIES TO TRIBE AND HEAB)**

BUDGET PERIOD FROM \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ / \_\_\_\_

☐ Full-time ☐ Part-time

Number of credits: \_\_\_\_\_

Student is considered: ☐ Dependent ☐ Independent**SCHOOL EXPENSES**

Tuition and Fees	\$ _____	Tutoring Services	\$ _____
Books and Supplies	\$ _____	Special Needs	\$ _____
Room and Board	\$ _____	Uniforms/Shoes	\$ _____
Personal Expenses	\$ _____	Licences/Exam Fees	\$ _____
Transportation	\$ _____	Other	\$ _____
Childcare	\$ _____	<b>Total Expenses</b>	\$ _____
Rent	\$ _____	<b>Assessed Need</b>	\$ _____

**RESOURCES**

Student/Spouse Contribution	\$ _____
Parental Contribution	\$ _____
Veterans Benefits	\$ _____
Social Security	\$ _____
DVR	\$ _____
Other	\$ _____
<b>Total Resources</b>	\$ _____

**WE HAVE MADE THE FOLLOWING AWARDS**

Pell Grant	\$ _____	Minority Retention Grant	\$ _____	Scholarships	\$ _____
SEOG	\$ _____	College Work/Study	\$ _____	SSIG	\$ _____
Tuition Grant	\$ _____	Perkins Loan	\$ _____	WHEG	\$ _____
State Indian Grant	\$ _____	Subsidized Loan	\$ _____	Unsubsidized Loan	\$ _____
				Other	\$ _____

\_\_\_\_\_  
Signature of Financial Aid Officer\_\_\_\_\_  
Name of Institution\_\_\_\_\_  
Date**PART IV: AWARD POINT SYSTEM**

The St. Croix award committee will utilize the following point system to determine amount of award to be given. Technical assistance maybe awarded up to \$1,200.

**Level of Education** \_\_\_\_\_H.S. Diploma-1 pt, 2 year degree-2 pts,  
4 year degree-3 pts, Masters-4 pts, Doctorate-5 pts**G.P.A.** \_\_\_\_\_2.5-1 pt, 2.75-2 pts, 3.0-3 pts,  
3.5-4 pts, 4.0-5 pts**Progress in IEP** \_\_\_\_\_

0-5, based on progress

**Contingency** \_\_\_\_\_

0-5 based on requirements

**Total Amount of Expenses** \_\_\_\_\_\$0-\$1,999.-1 pt, \$2,000.-\$3,999.-2 pts,  
\$4,000.-\$5,999.-3 pts, \$6,000.-\$7,999.-4 pts,  
\$8,000. and above-5 pts**Number of Dependents** \_\_\_\_\_1-3 dependents-2 pts, 3-5 dependants-3 pts,  
5-7 dependents-4 pts, 7 and above-5 pts**Location of School/Work/Training** \_\_\_\_\_0-100 miles-1 pt, 101-300 miles-2 pts,  
301-500-3 pts, 501-800-4 pts, 801+-5 pts**Additional Financial Aid Assistance** \_\_\_\_\_

0-5 based on award committee

**Special Needs** \_\_\_\_\_

0-5 based on how high of needs

**Incentive (Dean's List/Presidential)** \_\_\_\_\_

0-5 based on award committee

**Total Points** \_\_\_\_\_**Amount Awarded** \$ \_\_\_\_\_

BIA/Tribal Grant	Sem./Qtr.	1	\$ _____	2	\$ _____	3	\$ _____	4	\$ _____	<b>Total</b>	\$ _____
Tribal Supplement	Sem./Qtr.	1	\$ _____	2	\$ _____	3	\$ _____	4	\$ _____	<b>Total</b>	\$ _____

## JOB PLACEMENT AND TRAINING PROGRAM

The purpose of the Job Placement and Training Program is to assist eligible Indian people to obtain job skills and to retain permanent employment towards self-sufficiency.

### SELF-SUFFICIENCY ACTION PLAN AND GOALS

Goal #1: \_\_\_\_\_

Steps for goal #1: \_\_\_\_\_

Goal #2: \_\_\_\_\_

Steps for goal #2: \_\_\_\_\_

Goal #3: \_\_\_\_\_

Steps for goal #3: \_\_\_\_\_

#### EDUCATION/TRAINING

- ☐ High School Diploma
- ☐ GED
- ☐ Adult Vocational Training
- ☐ Literacy Improvement
- ☐ Certifications
- ☐ CNA
- ☐ Other: \_\_\_\_\_

#### NEW EMPLOYEMENT PREPREATION

- ☐ Tools
- ☐ Supplies
- ☐ Registration Fees
- ☐ Initial Child Care
- ☐ Gas and/or Transportation
- ☐ Appropriate Work Clothing
- ☐ Licencing Fees
- ☐ State Testing Fees
- ☐ Medical Examinations
- ☐ Other: \_\_\_\_\_

#### EMPLOYMENT TRAINING

- ☐ Orientation
- ☐ Professional Development
- ☐ Employment Retention
- ☐ Supervisory Management Training
- ☐ Continuing Education
- ☐ EMT
- ☐ Other: \_\_\_\_\_

#### OTHER ACTIVITIES

- ☐ Life Skill Activities
- ☐ Parenting Skills
- ☐ Substance Abuse Treatment
- ☐ Counseling
- ☐ Driver's License Reinstatement
- ☐ Restorative Justice
- ☐ Other: \_\_\_\_\_

**Are you currently employed?** ☐ Yes ☐ No

Name of employer: \_\_\_\_\_ Employer contact number: \_\_\_\_\_

Employer address: \_\_\_\_\_

Number of years employed: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Are you currently completing a job training program?** ☐ Yes ☐ No

At what facility?: \_\_\_\_\_

How many hours a week: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

**Are you currently completing an internship?** ☐ Yes ☐ No

Where: \_\_\_\_\_

How many hours a week: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

**In order to be eligible for funding you must meet the following criterias: (check)**

- ☐ You meet the definition of American Indian or Alaskan Native
- ☐ You can demonstrate an unmet need and show a need for job training or placement services in order to become gainfully and meaningfully employed
- ☐ You are skilled, but need financial assistance to get to a job, and show an aptitude and potential to benefit from services.

\_\_\_\_\_ I understand that the purpose of the Individual Self-Sufficiency Plan (ISP) is to meet the goal of employment through specific action steps and I am required to follow the steps developed in the ISP. I understand that I must participate in work activities and/or other activities and referrals developed in this plan that will promote my self-sufficiency. Failure to follow through with the ISP may constitute suspension for the Job Placement and Training Assistance Program.