

# CHENEGA FUTURE, INC.

Scholarship Policy & Guidelines



## Scholarship Policies & Application Guidelines

**Shareholder Development Manager**  
Approved, By the Board of Directors  
December 6, 2018

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# CHENEGA FUTURE, INC.

## Scholarship Policy & Guidelines

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# CHENEGA FUTURE, INC.

## Scholarship Policy & Guidelines

*Chenega Future, Inc. scholarships are designed to provide career advancement for adults and youth through training and education.*

### DEFINITIONS OF ELIGIBLE TRAINING

**Secondary** - for Chugach School District, educational workshops - (9th through 12th) - High school participation in academic or career and technical education activities. (Grades 7-12).

- **Chugach School District Educational Workshops and Camps** - Workshops that provide educational and life skill courses for grades 7-12. Classes include life skills, communication, preparation for passing high school competency testing and career exploration. These can include between 1-8 UAF college credits, NCEER and other certifications. (Ref. Page 6)
- **High School Completion or General Equivalency Diplomas** - (16 years old to adult) - Adult Basic Education (ABE) programs provide instruction in the basic skills of reading, writing and mathematics to adult learners in order to prepare them for transitioning into the labor market or higher academic or career and technical training. ABE is the coursework that leads to a General Equivalency Diploma (GED). High School Completion Programs lead to a high school diploma and are designed for young adults who are less than 20 years old by October 1st of the current school-year. (ref. Page 6)

**Other Educational Training** – Training beyond a high school diploma or GED that leads to a degree, certificate, or industry recognized certificate.

- **Apprenticeship/Trade** - (17 years old to adult) - Apprenticeships provide on-job-training and hands on instruction. Apprenticeships are union only. (ref. Page 6)
- **Short Term Job-Ready Training** – Pre-employment requirements such as application fees, initial dues, and short term training (8-40 hour's max.) may be funded subject to pending employment offers by TCC, other Chenega affiliates or oil and gas related employment. Applicants who qualify under this definition are not required to complete the full CFI application process. (ref Page 6)

**Post-Secondary** (ref. Page 6)

- **Career and Technical Education** - A training program that leads to an associate degree, certificate of completion, or industry recognized credential in a specific occupation or technical field of study.
- **Associate Degree** - A two-year college or career and technical training program that provides a degree in a specific field of study or technical area of expertise. (Many times an associate degree can be articulated with a bachelor's degree. Part-time status is 1-11 units; full-time status is 12+ units.)
- **Bachelor Degree** - A four-year college degree designed to provide a broad base of knowledge with expertise in a specific field of study or discipline. (Part-time status is 1-11 units; full-time status is 12+ units.)
- **Graduate and Professional Degrees** - A degree program for graduates with a Bachelor's degree; advanced expertise in a specific discipline or professional field. (Full-time is 9 semester units, or 6 quarter units.)
- **Remedial or Prerequisite Courses** - (17 years old to adult) - Courses that may need to be taken before the student can enter into a degree, certificate or Career and Technical program. Courses designed to refresh and expand on your knowledge before entering a rigorous training program in order to provide the foundation skills needed to be successful in your field of study.

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### QUALIFIED APPLICANTS

An applicant for the Chenega Future, Inc. Scholarship Program must be one of the following:

- Shareholder of the Chenega Corporation, and either (i) an original “Base Roll” member of the federally recognized tribe of the Native Village of Chenega, or (ii) an original holder of Chenega Corporation Settlement Common Stock, or (iii) the issue of a person described in (i) or (ii).
- In addition, scholarships may be provided to the spouse or children of any Shareholder that qualifies under (i) through (iii) above.
- “Issue” with regard to a person is any person who was naturally born to such person or to such person’s other Issue.
- “Issue” also includes persons adopted by a person, whether such adoption is pursuant to the laws of any state (including Alaska) or is pursuant to cultural means and traditions, if such adoption occurs before the adoptee reaches the age of 18, but does not include the children of adoptees.
- A spouse must provide a copy of the marriage certificate to qualify.
- A secondary school-age minor who is under the legal guardianship of a shareholder can qualify for Future Quest!
- If a Shareholder is in payback status with CFI, then neither that shareholder nor their non-Shareholder spouse or Issue shall be eligible for scholarships until the payback has been completed.

### DISQUALIFIED APPLICANTS

The CFI Executive director and his/her spouse and descendants, CFI board members their spouses, ancestors, children, grandchildren, great grandchildren, siblings and the spouses of children, grandchildren and great grandchildren are not eligible to receive CFI scholarships under Title 26 of the US Tax Code.

\* Chenega Descendant / Spouse Registration – All CFI scholarship applicants who are legal descendants / spouses of shareholders must register as a descendant / spouses via the Chenega Future, Inc. (CFI) descendant / spouse registration form: [http://www.chenegafuture.com/shareholder\\_forms](http://www.chenegafuture.com/shareholder_forms)

# CHENEGA FUTURE, INC.

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### **DISQUALIFIED APPLICANTS CONT.**

Please contact the Chenega Shareholder Services office with any questions.

**Toll free:** 1-888-442-5388 or 907-751-6901

**Fax:** 907-569-6939

**Email:** [shareholderservices@chenegafuture.com](mailto:shareholderservices@chenegafuture.com)

**Note:** Scholarship applicants who have already registered and submitted their eligibility documents to CFI do not need to submit another copy with Shareholder Services for future scholarship applications

# CHENEGA FUTURE, INC.

## Scholarship Policy & Guidelines

### APPLICATION PROCESS (funding levels see page 9)

#### SECONDARY & OTHER TRAINING: INITIAL SCHOLARSHIP APPLICATIONS PROCESS

(For Chugach School District courses, remedial classes, high school completion, apprenticeship / trade, short-term Job-ready training, or other educational training.)

*For an initial application to be complete, a student must:*

1. Meet with Shareholder Development Manager prior to applying for a scholarship (in person, phone or email).
2. Actively participate in career counseling and learn information regarding performance requirements under this award.
3. Provide documentation to prove that you are a Chenega Corporation shareholder, lineal descendant (by birth or adoption), or a spouse of a living shareholder and/or a Certificate of Indian Blood (CIB), if applicable.
4. Submit a goal letter that clearly outlines educational goals and how you plan on using the training. (300-500 words)
5. Submit a copy of your school transcripts or diploma (if required by the training provider).
6. Include a letter of acceptance and/or registration form including the time and costs associated with the training.

#### POST-SECONDARY: INITIAL SCHOLARSHIP APPLICATION PROCESS

(This includes college, graduate, career and technical education programs)

*For an initial application to be complete, a student must:*

1. Meet with Shareholder Development Manager prior to applying for a scholarship (in person, phone or email).
2. Actively participate in career counseling and learn information regarding your performance requirements under this award. (This meets the Educational Career Plan requirement of the application).
3. Provide documentation proving that you are a Chenega Corporation shareholder, lineal descendant (son or daughter by birth or adoption), or a spouse of a living shareholder including a copy of your Marriage Certificate and a copy of Indian Blood (CIB), if applicable.
4. Write a goal letter that clearly outlines your educational/training outcome and how you plan on using the certificate or degree upon program completion. (300-500 words)
5. Submit a copy of high school transcripts or diploma (if applicable for your institution).
6. Submit a letter of acceptance from the educational institution you will be attending.
7. Submit a copy of the educational institution's degree/certificate plan, (course of study).
8. Provide a training/course schedule and financial statement from the institution for the term; only courses that are a part of your approved degree/certificate plan will be considered for scholarship awards.
9. Submit proof of FAFSA registration annually for college, or if required by the training institute. (Once you complete the FAFSA registration your FAFSA application is good for two years.)
10. Include two letters of recommendation - two letters from a previous supervisor, teacher, counselor, community, corporate or tribal leader.

**\*\* Students applying to college(s) must pay the initial college application fees if required.**

# CHENEGA FUTURE, INC.

## Scholarship Policy & Guidelines

### APPLICATION PROCESS (CONTINUED)

#### POST-SECONDARY: SUBSEQUENT SCHOLARSHIP APPLICATIONS – CAREER & TECHNICAL PROGRAMS

*For a subsequent application to be complete, a student must:*

1. Meet the Shareholder Development Manager, (in person, via phone or email) and update your career plan.
2. Submit a new CFI scholarship application.
3. Write a new goal letter that addresses what you have learned and plan to achieve using your acquired skills, and how that will impact your future goals. (300-500 words)
4. Provide a training/course schedule and financial statement from the institution for the term; only courses that are a part of your approved degree/certificate plan will be considered for scholarship awards.
5. Submit proof of good academic standing with the educational institution or program, (minimum 2.0 GPA for undergraduate, or satisfactory progress based on school's measurement system.)
6. Submit proof of FAFSA registration, if required by the training institute. FAFSA applications are available each January and the final deadline is in June. The application form is located on the web at <http://fafsa.ed.gov>

#### POST-SECONDARY: SUBSEQUENT SCHOLARSHIP APPLICATIONS – COLLEGE

(For associate's, bachelor's, graduate, and professional degrees, or remedial/prerequisite courses)

*For a subsequent application to be complete, a student must:*

1. Contact the Shareholder Development Manager with a progress report at least once at mid-term.
2. Submit a new CFI scholarship application.
3. Write an updated goal letter that addresses what you have learned this term in support of your ultimate educational goals. (300-500 words)
4. Update your institution's degree plan, including the institution's planning sheet indicating courses already completed and courses you are registered for this term, course schedule, and financial statement.
5. Submit updated transcripts showing cumulative and prior term's GPA. Maintain good academic standing within the educational institution (minimum 2.0 GPA or above for undergraduate, 3.0 for graduate.) Official transcripts are required each fall term.
6. Submit proof of FAFSA registration annually. FAFSA applications are available each January and the final deadline is in June. The application form is located on the web at <http://fafsa.ed.gov> (Once you complete the FAFSA registration your FAFSA application is good for two years.)

**\*\* Only courses that are a part of your approved degree/certificate plan will be considered for scholarship awards (this includes CFI approved electives).**

**\*\* Change of course-of-study or degree plan must come with a justification and should be discussed with the Shareholder Development Manager prior to leaving your course of study.**

**\*\* If a student completely changes his/her career plan mid-way, new letters of recommendation may be required with the revised goal letter.**

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### SCHOLARSHIP APPLICATION DEADLINES

- A new application and required documents are due each time you apply. Although documents issued by the institution (such as grades, course schedules, financial statements, and updated degree plan) may not be available by the CFI deadlines listed below, your application and goal letter become your intent to apply and serve as a placeholder for funding until your final scholarship application packet is complete.
- **No scholarship award will be processed until all required documents are received.** Awards will be made either at the levels listed in this policy or based on prorated levels if funds are limited. It is in your best interest to apply early and submit your documents as quickly as possible.
- Deadlines allow Chenega Future, Inc. to provide a letter of award to the educational institution no later than two weeks before start of each term. Funding will be released no later than a month after the start of the term.

**Secondary** – as needed. For Chugach School District, the deadline is September 30<sup>th</sup>

#### **Other Educational Training** (courses = semesters & quarter terms)

<b>December 1</b>	Winter courses
<b>March 1</b>	Spring courses
<b>May 1</b>	Summer courses
<b>August 1</b>	Fall courses

- **High School Completion or General Equivalency Diplomas**
- **Supplemental Job Training**
- **Apprenticeship/Trade** - (Union only) 30 days prior to start date
- **Short-term Job Ready Training** - requests will be considered on a case-by-case basis; 30 days prior to start date

#### **Post-Secondary**

<b>December 1</b>	Spring semester courses	Winter quarter courses
<b>March 1</b>		Spring quarter courses
<b>May 1</b>	Summer semester courses	Summer quarter courses
<b>August 1</b>	Fall semester courses	Fall quarter courses

- **College**
- **Career and Technical Education**
- **Remedial or Prerequisite Course**

**LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING**



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### FUNDING LEVELS

**All Awards are based on available funds – Awards may be reduced if demand outweighs available funding.**

Funding covers customary and traditional expenses associated with educational and training opportunities. Funding is determined by actual costs for books, tuition/registration, and other related fees, lodging, and one-time transportation costs to and from the training site. Lodging is defined as university dorms or vocational housing and includes room and tax. The cost of meals is covered based on the educational institution's meal plan or federal per diem allowed. Budgets submitted in the Scholarship Application Form will guide funding decisions. (Scholarship decisions by CFI Board are not subject to appeal.)

- **Secondary**
  - Actual costs based on available funds up to \$2,500 per year.
  - Awards are made on a case by case for Chugach School District educational workshops.
- **Post-secondary**
  - Career and Technical Education
    - Actual costs up to \$18,000 annually
  - Associates Degree - up to \$18,000 per year (3 semesters or 4 quarters per year)
    - Semesters: \$500 per credit up to 12 credits (Max of \$6,000 per semester)
    - Quarters: \$375 per credit up to 12 credits (Max of \$4,500 per quarter)
  - Bachelor's Degree - up to \$18,000 per year (3 semesters or 4 quarters per year)
    - Semesters: \$500 per credit up to 12 credits (Max of \$6,000 per semester)
    - Quarters: \$375 per credit up to 12 credits (Max of \$4,500 per quarter)
  - Graduate and Professional Degrees – up to \$24,000 per year (3 semesters or 4 quarters per year)
    - Semesters: \$888.88 per unit up to 9 units (Max of \$8,000 per semester)
    - Quarters: \$1,000 per unit up to 6 units (Max of \$6,000 per quarter)
- **Remedial or prerequisite courses**
  - Actual costs up to \$3,000 annually
- **High School Completion or General Equivalency Diplomas**
  - Actual costs up to \$2,500 annually
- **Short-Term Job Ready**
  - Actual costs up to \$3,000 annually
- **Apprenticeship/trade**
  - Actual costs up to \$12,000 annually

**Computer Reimbursement** – CFI may reimburse scholarship recipients up to \$1,000.00 for a new computer and/or printer. Applicant must get pre-approval from CFI. Original receipt must be provided to receive reimbursement for the equipment. (Actual cost only. No service, repairs or software provided.) May qualify for another reimbursement after 4 years if all requirements are met. (Receipt must not be older than 30 days to qualify). Based on available funds.

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### CHECK DISBURSEMENT

Upon approval, Chenega Future, Inc. provides a "Letter of Award" to the educational institution or program prior to the start of the term being funded. All checks from Chenega Future, Inc. are issued directly to the institution or program and not the student.

### TAXES

Scholarship awards for tuition, fees, books, supplies and equipment required for enrollment, attendance, or instruction at an educational institution (i.e., "qualified tuition and related expenses") are generally non-taxable for federal income tax purposes.

*Scholarship awards for all other purposes, such as room, board, travel and miscellaneous expenses, are taxable. It is the student's responsibility to determine what part of your scholarship award(s) is taxable and to report such amounts on your personal income tax return.*

### PROGRESS REPORT

Scholarship recipient will be required to meet periodically with the Shareholder Services Manager, as agreed during initial meeting. To remain in good standing and qualify for future scholarships, a student must:

- ✓ Maintain a GPA 2.0 or higher for undergraduate, 3.0 for graduate studies.
- ✓ Maintain passing status for full-time (12+ units) or part-time (1-11 units) awards for undergraduate, (or 9+ credits full -time and 1-8 units part-time for graduate studies.)
- ✓ Demonstrate good standing for technical term training.
- ✓ Demonstrate good attendance.

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### SCHOLARSHIP PROBATION

#### COLLEGE & OTHER EDUCATIONAL TRAINING STUDENTS

- Students must remain in good standing with their academic institution or program. This includes maintaining an overall (cumulative) Grade Point Average (GPA) of 2.0 for college students, 3.0 for graduate students, and maintaining a passing status for vocational/technical training. For undergraduate students, this also means passing the number of credits each semester for which you were awarded a CFI scholarship. Failing a class during the term does not mean the student becomes immediately ineligible for a scholarship or in repayment. However, if you do not pass the number of credits you registered for and for which you received scholarship, or you drop below the GPA requirements, you will be put on scholarship probation.
- Students must maintain the level of credits enrolled for at the beginning of the semester. (One exception: students enrolled for more than 12 credits can drop classes as long as they complete the term with 12 credits). **Any cancellations or changes in class schedule must be pre-approved by the Shareholder Development Manager (SDM.)** Students dropping classes below the number units they registered for at the beginning of the term without approval will need to repay the difference. (See repayment requirements p. 12)
- If the educational institution or program places the student on academic probation, the student will also be on scholarship probation. If a student fails classes, changes his status from credit to audit, or drops classes with the approval of the SDM, the student will be put on scholarship probation for the next term.
- Students are allowed one scholarship probation (grace period.) If a student fails classes after notice of probation, the student will enter into repayment status (p. 11). If a student continues to fail the same course repeatedly (twice), it is at the discretion of the CFI Board of Directors as to whether additional funding will be provided to retake that particular course.
  - ✓ When the student's academic standing for the probationary term returns to good standing, the student will have returned to regular funding status.
  - ✓ If academic standing for the probationary term is unsatisfactory, the student will not be eligible for further consideration of funding unless the following conditions are met:
    - The student successfully attends an educational institution or program, on at least a part-time basis, enrolled in courses applicable to his/her course of study or program within one year of being deemed ineligible for funding. (The student will be responsible for all related costs for this term).
    - The student provides official transcripts showing good academic standing for that term.
    - The student submits a new Chenega Future, Inc. scholarship application and required documentation to be **r e c o n s i d e r e d** for funding.
  - ✓ Students that fall under scholarship probation while receiving Chenega Future, Inc. funding are required to participate in tutoring, counseling or remedial education under the supervision of the Shareholder Development Manager.

#### CAREER AND TECHNICAL EDUCATION STUDENTS

- Students must complete their course and/or receive the certification/diploma/or other documentation stated as a goal of the training. All courses must be passed in accordance with institution's or program's policy.
- Should a student fail course and/or fail to complete the program, the student will not be eligible for further funding until:
  - ✓ The student meets with the Shareholder Development Manager for career and guidance counseling.
  - ✓ A detailed educational plan is submitted and approved by the Shareholder Development Manager.
  - ✓ The student submits a new Chenega Future, Inc. scholarship application and required documentation to be reconsidered for funding.
  - ✓ Students that fall under academic probation while receiving Chenega Future, Inc. funding are required to participate in tutoring, counseling or remedial education under the guidance of the Shareholder Development Manager.

*NOTE: Academic probation in a college program that results in denial of additional funding does not preclude the individual from consideration for funding for vocational training*

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### REPAYMENT REQUIREMENTS

#### **If the student is not on scholarship probation:**

- **College Award:** As a scholarship recipient, you are responsible to reimburse Chenega Future, Inc. for the difference in scholarship award resulting from any change from the originally approved courses included in the scholarship award. After the add-drop period has passed, if you choose to drop courses below the number of units you registered for at the beginning of the term, or add courses to retain your full-time status, the costs of any dropped or new courses will be covered by you. All course changes must be pre-approved by the Shareholder Development Manager.
- **Secondary / Voc-tech / Job-Ready Award:** If a student fails to attend or complete what s/he is registered for, the student is responsible for seeking a refund from the training provider and reimbursing Chenega Future, Inc. for the total cost of the training before the student is eligible for future funding.

#### **Repayment after scholarship probation:**

- If the student is on scholarship probation or has had a probation period, and the student fails or drops classes again below the requirements while receiving CFI funds, the student will need to repay the amount of the failed or dropped courses before being reconsidered by the board for future funding.

### LENGTH OF SCHOLARSHIP SUPPORT

Chenega Future, Inc. will support students for the length of time indicated below. Please plan accordingly:

- **Secondary** – as needed.
- **College**
  - ✓ One-year certificate: Up to 3 years for part-time students (1-11 credits) and up to 2 years for full-time students (12+ credits.)
  - ✓ Associates' degrees and two-year certificates: Up to 5 years for part-time students (1-11 credits) and up to 4 years for full-time students (12+ credits.)
  - ✓ Bachelors' degrees: Up to 7 years for part-time students and up to 6 years for full-time students. Inclusive of associate degrees and transferable credits and ending timelines.
  - ✓ Graduate or professional degrees: Up to 5 years for part-time, and up to 4 years for full-time students.
  - ✓ Each year a student receives CFI funding will count towards the total number of years of support.
- **Remedial or Prerequisite Courses** – as needed.
- **High School Completion or General Equivalency Diplomas** – as needed.
- **Supplemental Job Training** - as needed.
- **Apprenticeship/Trade** - customary and traditional expenses for initial apprenticeship period.

**Extenuating Circumstances:** Exceptions to these length requirements may be granted a majority vote of the CFI Board upon consideration of a plan by the student including the following:

- ✓ An explanation for exceeding anticipated length of completion of the selected degree program, expected completion date, and steps to be taken to achieve the completion date goal.
- ✓ An official degree audit / planning sheet of current degree program, indicating courses completed and timeline to complete remaining courses.

The Chenega Future, Inc. retains full discretion in determining scholarship awards, based on consideration such as merit, available funds, and other resources available to an applicant and any other factors deemed relevant. There is no guarantee that any applicant will receive scholarship funding. Scholarship decisions are not subject to appeal.

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### NUMBER OF SCHOLARSHIPS/DEGREES

- One or more associate degrees if the student is within 1-2 terms of completing a second degree.
- One or more bachelor degrees if the student is within 1-2 terms of completing a second degree.
- One or more masters' degrees if the student is within 1-2 terms of completing a second degree.
- One doctorate unless the student is within 1-2 terms of completing a second doctorate.
- The number of vocational/technical certificates and recertification's is at the discretion of the board and subject to relevancy to the advancement of the person's skills set and employment potential.

### ADDITIONAL INFORMATION

#### Physical Address:

**Chenega Future, Inc.  
Shareholder Development Manager  
3000 C Street, Suite 200 South wing  
Anchorage, AK 99503**

#### Phone and Email:

**Toll Free Telephone: (888) 442-5388  
Local Telephone: (907) 569-6923  
Fax: (907) 569-6939  
Email: [shareholderdevelopment@chenegafuture.com](mailto:shareholderdevelopment@chenegafuture.com)**

#### Mailing Address:

**Chenega Future, Inc.  
Shareholder Development Manager  
3000 C Street, Suite 301  
Anchorage, AK 99503**

#### Website Scholarship Application:

**[www.chenegafuture.com](http://www.chenegafuture.com)**

The application can be electronically signed