



Virginia Tribal Education Consortium

Career and Technical Education Program

Dear Applicant:

The Virginia Tribal Education Consortium (VTEC) Career and Technical Education Program welcomes your interest. Any incomplete application will not be processed. Below is the checklist of items needed to complete your application:

(Note: VTEC DOES NOT reimburse for any classes, programs, and supplies that have already been paid for. Funds will ONLY be issued towards future courses awaiting payment and cannot be applied to current and/or completed courses.)

Please provide the following documentation below in digital attachments along with your eligibility application before appropriate enrollment/testing deadlines. **Email CTE Academic Coordinator Hailey Holmes at Hailey.Holmes@vtecinc.org** with the required information and documentation, include any questions you may have.

**Those who have already been accepted to college in an undergraduate, associate, or graduate program, and those pursuing technical/trade certification, will need everything except for #6.*

*** Please Note: VTEC only accepts students who are and/or will be accepted into accredited educational institutions.**

	1. Signed essay written by the student stating your educational goals and progress toward those goals and how participation in the CTE program will help achieve those goals. (Must be a minimum of 500 words)
	2. Copy of Tribal ID Card (front and back) or Tribal Identification letter signed by home tribe's administration <i>(whichever is applicable)</i>
	3. Copy of High School transcript or GED (General Equivalency Diploma) Scores for High School seniors
	4. Copy of ACT, SAT, or TABE scores
	5. Copy of College transcript from any college/university (only applicable to students who are currently attending or who have already attended college/university)
	6. Copy of the Federal Student Aid Report or financial receipt of what is owed (you will receive this in the mail, or you can print this from the FAFSA (Free Application for Federal Student Aid) website at www.fafsa.ed.gov)
	7. Copy of any additional financial aid award letter (if applicable)
	8. Letter of Acceptance from the college/university you will be attending (if applicable)
	9. Tribal Scholarship Financial Aid Package Form (if applicable) or Student ID (I.e., Mattaponi, Pamunkey, Monacan - MPM)
	10. Schedule of Classes
	11. Degree Plan (may also be referred to as a Degree Evaluation, Graduation Checklist, or Degree Audit)