

**VIRGINIA TRIBAL EDUCATION CONSORTIUM  
NATIVE AMERICAN CAREER AND TECHNICAL EDUCATION (CTE)  
PROGRAM  
POLICY AND PROCEDURES**

(February 2026)

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## PURPOSE

The Virginia Tribal Education Consortium has consistently placed education as a high priority and emphasizes the importance of increasing the number of students entering and completing secondary and postsecondary CTE/STEM educational programs. To this purpose, VTEC's CTE Program was established to provide financial assistance and programs to eligible tribal citizens furthering their certification and/or education level in a CTE/STEM program and/or field of study.

## ELIGIBILITY REQUIREMENTS

### Individual Criteria:

- i. Virginia federally recognized Tribes
- ii. Virginia state recognized Tribes
- iii. Non-Virginian federally recognized Tribes
- iv. Non-Virginian state recognized Tribes
- v. Special Population\*
- vi. Must be a citizen, current resident, and attending an educational institution within the United States of America and its territories.
- vii. Be enrolled or accepted for enrollment in an educational institution accredited by a regional accrediting agency approved by the U.S. Department of Education. This also applies to students attaining a certification from individualized courses outside of a college/university.
- viii. Have obtained a high school diploma or a general equivalency diploma (GED).
- ix. CTE/STEM applicants planning to attend college must meet one of the following entrance requirements:
  - a. Minimum composite score of 15 on the enhanced ACT, or its equivalent SAT score, or
  - b. Minimum composite score of 11 on the ACT if taken prior to 1989, or
  - c. Minimum composite score of 12th grade on the Test for Adult Basic Education (TABE), Level 7, or
  - d. Minimum cumulative grade point average of 2.0 on at least 12 semester hours (or the equivalent) of college level core academic classes, including English Composition I with a minimum grade of "C", and
  - e. First-year students below a composite score of 17 on the enhanced ACT must attend and complete a 2-year degree at a community or junior college. Commuting first-year students who score below the 17 minimum ACT may

attend a senior college/university only if the community or junior college is far from their home, or none exist. However, this will not apply to first-year students who want to attend BIA or Tribally controlled colleges and have attained the minimum 15 ACT score.

- x. It is imperative for students enrolled in the CTE program to understand and adhere to the requirements outlined in this policy. By maintaining compliance with the program guidelines, students can ensure their continued eligibility for direct assistance and support in achieving their academic and career goals.

## APPLICATION PROCEDURE

### First-time Applicants:

- i. Open Enrollment Clause: **The CTE Program will ONLY accept first-time applicants for the Spring, Summer, and Fall semesters during the designated deadlines for supplemental direct assistance.** We will not accept any new applicants outside the time frame listed. Applications will need to be resubmitted if submitted outside the listed deadlines.
- ii. All students will be responsible for ensuring that all required documents are submitted to the college or university's Financial Aid Office by the school's Financial Aid deadline. **All students must submit the Free Application for Federal Student Aid (FAFSA) each academic year and apply for assistance through the financial aid office of the college or university the student plans to attend.**
- iii. VTEC's CTE Program application file, student stipend or supplemental direct assistance applications, for first-time applicants will include the following documents:
  - a. An essay (maximum of 250-words) written by the student requesting CTE assistance, stating educational goals and how participating in the CTE program will help achieve those goals
  - b. Completed VTEC CTE Program application
  - c. Photocopy of Tribal ID card or signed verification letter from Tribal Enrollment Office
  - d. Unofficial/official high school transcript or GED scores sent via email
  - e. ACT, SAT or TABE (if applicable)
  - f. Official/unofficial transcripts for all attended colleges
  - g. Copy of student aid report (FAFSA)

*\*All students will be responsible for submitting FAFSA award report each year financial aid is requested from VTEC's CTE Program. DO NOT include any documents with personal identification information. Black out personal identifying information if necessary (i.e, social security number).*

- h. Letter of acceptance from the college or documentation of recent or current enrollment
- i. Identify program of study and expected completion date
- j. Copy of class schedule

*\*Students should be aware of additional funding sources and their policies to ensure they will not be held responsible for legal action should they be accepted into VTEC's CTE Program and receive direct assistance.*

### Continuing Students:

- a. Continuing students are defined as students who are already accepted into the CTE program seeking additional assistance. Continuing Student Clause: **The CTE Program will ONLY accept requests for the Spring, Summer, and Fall semesters during the designated deadlines for supplemental direct assistance.** At any time during the student's enrollment, each request must contain:
  - i. Current FAFSA (if applicable)
  - ii. Student account statement showing statement date AND due date (PDFs are required)
  - iii. Class schedule
  - iv. Grades and GPA from previous term
  - v. Progress report (maximum 250-words) giving an overview of attended classes from previous term
  - vi. Identify program of study and expected completion date
  - vii. Log in information to access the student's account

### Deadlines for Supplemental Direct Assistance:

**Direct Assistance (Payment) Processing:** All direct assistance requests from first-time and continuing students operate on a first-come, first-served basis.

Processing time for all requests **can take between seven to ten business days** to complete. Requests must contain all required information to be reviewed and processed. If a student's file is considered not up to date\*, request processing will be delayed.

*\*Students must turn in all required documentation to be considered up to date. See section for continuing students for more information.*

**Open Enrollment for First-time applicants** is only available for tribal citizens who have never applied for and have never been part of the CTE Program. Each year (during the CTE program’s life cycle), **we will accept applications only for Spring, Summer, and Fall semesters. Applications received outside of these semesters will not be reviewed and must be resubmitted during the specific semester deadlines provided below.** First-time applicants must complete the eligibility application in full and include all required documentation for review in their submission.

**Please Note: During CTE’s open enrollment semesters, all first-time applicants must submit their eligibility application and required documentation NO LATER THAN 10 business days prior to any upcoming statement due date.** We encourage first-time applicants to enroll in our program as early as possible to ensure their direct assistance requests are processed in a timely manner. VTEC is not responsible for providing supplemental direct assistance on any late charges/fees posted to a student’s account.

- i. Continuing students must submit the following:
  - a. Current FAFSA
  - b. Class schedule
  - c. Grades and GPA from previous term
  - d. Progress report (maximum 250-words) giving an overview of attended classes from previous term
  - e. Identify program of study and expected completion date
  - f. Student account statement showing statement date AND due date (PDFs are required)
  - g. Log in information to access the student's account
  
- ii. Supplemental direct assistance requests will not be accepted if the following deadlines are not met and/or all required documentation is not included. Initial applications or continuing requests for all students will be as follows:

**Dates for Supplemental Direct Assistance/Open Enrollment**

<b>Term 2025 (Semester/Quarterly)</b>	<b>Required Documentation</b>
Spring 2025	January 1 – January 31
Summer 2025	May 1 – May 30
Fall 2025	July 1 – August 2

*For example, if you are applying for direct assistance for Spring 2025, your documentation is required between January 1 and January 31, 2025.*

*The CTE department will ONLY process payments according to the schedule above. This schedule also applies to new student enrollment.*

**Students are responsible for submitting all required documents promptly to ensure timely processing. VTEC will not be held accountable for any late payments posted to student accounts.**

**Payment Disclaimer:**

*We reserve the right to accept payments outside of the listed deadlines under certain circumstances. This flexibility may apply to cases involving special programs, administrative adjustments, or unforeseen situations. However, students MUST adhere to the stated deadlines whenever possible to avoid late fees, account holds, or interruptions to their enrollment status. Exceptions will be evaluated on a case-by-case basis and may require prior approval.*

**Incomplete Applications:**

- i. Incomplete application files, meaning those lacking all required supporting documents or a fully completed application submitted by the specified deadlines, will not receive supplemental direct assistance for the desired term. Students who have met all application deadlines set by their program and school but are awaiting supporting documents from their educational institution may still enroll in classes. However, any supplemental direct assistance from CTE will not be provided until all necessary documentation is received.

**SATISFACTORY ACADEMIC PROGRESS**

- i. Students provided CTE assistance and funds must maintain satisfactory academic progress to maintain their eligibility for future direct assistance. Students who do not maintain adequate progress during their current term will be placed on probation. To meet the CTE standard for satisfactory academic progress, students must:
  - a. Maintain a minimum cumulative grade point average of 2.0 on a 4.0 scale, and meet the following standards for adequate progress:
  - b. Part-time college students must successfully complete all attempted courses up to eleven 11 hours per semester.
  - c. Full-time college students must successfully complete the minimum number of credit hours required by the school’s financial aid office to be

classified as a full-time student. This is usually 12 semester hours or its equivalent.

- d. **All full-time students must be in an official tutoring program if their mid-term grades reflect a D or F in any course.** Students will be required to turn in signed tutoring forms by their college's tutoring program every 2 weeks to continue receiving CTE direct assistance.

## PROBATION

- i. Students who have been placed on probation due to *unsatisfactory academic progress*\* during any term are required to meet with their assigned CTE Academic Coordinator for a probation review. Before requesting any additional direct assistance from the CTE program they must obtain written approval for their course schedule.
- ii. To qualify for direct assistance in subsequent terms, students placed on probation due to unsatisfactory academic progress must fulfill the standards by the conclusion of the following term. **During their probationary period, students cannot receive grades of F, Incomplete, or Withdrawal for any course. If a student receives any of these grades during any term, they will be prohibited from requesting direct assistance for re-enrollment in those specific courses.**
- iii. CTE Academic Coordinators will continue monitoring the progress of students notified of probation. Students who meet satisfactory academic progress will be removed from probation.
- iv. Students may be placed on probation once for failing to meet satisfactory academic progress. If a student fails to meet the academic requirements for a second time, they will face suspension from the program.

*\*Unsatisfactory Academic Progress is defined as a cumulative grade point average falling below 2.0 on a 4.0 scale. If a student's cumulative grade point average falls below this minimum requirement, the VTEC CTE Program will provide direct assistance for one subsequent term, with the expectation that the student will enhance their academic performance.*

## SUSPENSION

- i. Students who have been suspended for failure to meet satisfactory academic progress must meet the following requirements to be reenrolled in the CTE Program:

- a. Complete at least six (6) semester credit hours or the equivalent after their suspension, and the student must pay for the six (6) credit hours of classes, and
- b. Obtain a cumulative grade point of 2.0 on a 4.0 grade scale

## INELIGIBILITY REQUIREMENTS

- i. **Purpose:** The Ineligibility Procedures policy outlines the criteria and procedures for students who fail to meet the requirements to maintain enrollment in the Career and Technical Education (CTE) program and consequently become ineligible for direct assistance.
- ii. **Criteria for Ineligibility:** Students enrolled in the CTE program must adhere to the established requirements to maintain their enrollment and eligibility for direct assistance. Failure to meet these requirements may result in suspension from the program. Such requirements include, but are not limited to, satisfactory academic progress, attendance, and compliance with program guidelines and regulations.
- iii. **Notification Process:** Students who are at risk of ineligibility will be provided with **ONE** warning by CTE Academic Coordinators. This warning will clearly outline the deficiencies and actions required to address them to avoid suspension. Failure to respond to the warning and provide necessary documentation within the specified timeframe will result in the issuance of a suspension ineligibility notification.
- iv. **Appeals Process:** Students receiving a suspension ineligibility notification can appeal in writing to the CTE Project Director within one week of issuance. The CTE Project Director will review and make a final decision.
- v. **Notification of Ineligibility:** Students deemed ineligible for direct assistance due to suspension will be notified via email documentation signed by the Project Director. This notification will include details regarding the reasons for the suspension and the steps required to regain eligibility, if applicable.

## ASSISTANCE PROVIDED

- i. Qualification Requirements
  - a. Enrolled in the CTE Project funded under this program.
  - b. Programs at higher institutions must be a STEM program as identified in [8 CFR 214.2\(f\)\(10\)\(ii\)\(C\)\(2\)](#).
  - c. Be in regular attendance in the VTEC CTE program and meet the training institution's attendance requirements.
  - d. Maintain satisfactory progress in the program of study according to the training institution's published standards for satisfactory progress.

- ii. The CTE program determines necessary direct assistance by the remaining amount leftover from any federal and/or scholarship aid awarded to the student's account. Once CTE Academic Coordinators receive the documentation stating the remaining balance, direct assistance will be issued upon the CTE Project Director's approval.
- iii. The CTE Office will make direct payments to the educational institution.
- iv. CTE direct assistance cannot exceed a student's financial need and/or their cost of attendance at the educational institution.
- v. The CTE office is required to maintain in written form and on record:
  - a. The application and documents of the student
  - b. All approval/denial decisions from students requesting direct assistance
  - c. Any additional information necessary to the student's enrollment during any academic term.

## SECONDARY FUNDS

- i. Funds for secondary students may be awarded for CTE-based camps, classes, etc.

## CERTIFICATION/ LICENSURE SEEKING STUDENTS

- i. The CTE program supports funds for students pursuing certification and/or licensure. Students are required to adhere to the same application procedures as those attending a college or university, submitting all relevant information for enrollment consideration.
- ii. Prospective applicants for the CTE program who may be considered part of the workforce and are unable to provide transcripts from high school and college/university are still encouraged to apply.
- iii. The CTE program offers direct assistance to students similar to those attending college or university. Individuals seeking certification or licensure must apply for no more than three certifications/licenses per fiscal year.
- iv. Direct assistance provided for certification/licensure courses will be determined based on the same criteria as for college or university students.
- v. Certification/license courses must be available through an accredited association or organization.

## PAYMENT TIER SYSTEM

- i. Payments made on any necessary equipment will be based on a student's major/industry credential. *(Example: a cyber security major may need high tech equipment versus a nursing major.)*

- ii. Any equipment assistance awarded will be determined upon the student's needs.

## WORK-BASED LEARNING

- i. Work-based learning should be time spent with industry or community professionals in real workplace settings.
- ii. Students enrolled in the program must complete a timesheet documenting the hours spent in instructional activities. This timesheet must be signed by the instructor to verify the hours attended. Upon submission, the timesheet will be retained by the CTE office to process student stipend payments.
- iii. Students will be awarded a stipend for time spent in instruction based on Virginia's minimum wage laws or by the minimum hourly wage established under the Fair Labor Standards Act. (*Example for 2024: 7 hours \* \$11.00 = \$84.00*)
- iv. Students will receive stipend payments by check, mailed monthly or depending on how often time is spent on instruction.
- v. Students are required to submit a progress report five days upon completion of the work-based learning program.

## DEFINITIONS

The following terms are used throughout the Policies and Procedures Manual:

**Academic Year:** The period in which a full-time student is expected to complete the equivalent of at least two consecutive semesters (i.e., Fall and Spring), or the equivalent in terms, quarters, or trimesters, excluding summer sessions.

**Accredited School:** An educational institution in any state certified as meeting standards by their regional accreditation association.

**Attempted Courses:** For purposes of determining a student's satisfactory academic progress, all courses that appear on the student's transcripts are considered Attempted Courses with the exception of (1) those courses in which the student was enrolled by institutional error and (2) all courses which have been approved for 'Academic Forgiveness' by the college. Courses in which the student receives a grade of W, WP, WF, and I are considered Attempted Courses except in the case of 'Academic Forgiveness' as stated above. Courses that carry Pass/Fail or Credit/No-Credit grades are considered Attempted Courses but are not used in the Grade Point Average calculation.

**Core Academic Courses:** Core academic courses refer to those courses in the areas of english, mathematics, science, social science, and oral communication that are generally required in the first two years of a university or college program, such as English

Composition I & II, literature courses, College Algebra, Geometry, Trigonometry, Biology, Chemistry, or Physics.

**Financial Aid Package Form:** A needs analysis form which provides documentation of an individual student's college budget, resources, and financial aid.

**Full-time student:** A student who is enrolled in a minimum number of credit hours defined by an educational institution to be full-time status. It is 12 semester credit hours (or the equivalent) for undergraduate students and 9 semester credit hours (or the equivalent) for graduate students. To be considered a full-time student by the CTE Program, the student must be a full-time student as defined by the financial aid office at one educational institution. Example: an undergraduate student who is enrolled in 9 hours at one institution and 3 hours at another institution cannot be defined by the financial aid office by either institution as full-time unless there is a Memorandum of Understanding between two schools.

**Part-time student:** A student who is enrolled in less than the minimum number of credit hours required to be considered full-time. It is less than 12 semester credit hours (or the equivalent) for undergraduate students and less than 9 semester credit hours (or the equivalent) for graduate students.

**Post-Secondary:** Educational opportunities beyond the high school and GED level.

**Probation:** A one-semester trial period after a semester in which a student failed to meet the CTE program's standard for academic progress.

**Program of Study:** A documented sequence of courses, usually listed in the official catalog of any given college, that represents the requirements for a major. Some universities allow the student and their advisor to tailor a program of study to meet the specific needs and interests of the student.

**Proprietary School:** Proprietary Schools are for-profit businesses that provide education and training. They may be privately owned, a partnership or a corporation.

**Regional Accrediting Agencies:** The United States Secretary of Education is required by law to publish a list of recognized accrediting agencies that the Secretary determines to be reliable authorities as to the quality of education or training provided by the institutions of higher education and the higher education programs they accredit.

Tribal Scholarship students may choose to attend colleges that are accredited by the following Regional Accrediting Organizations which are recognized by the United States Secretary of Education:

Middle States Association of Colleges and Schools, Middle States Commission on Higher Education, New England Association of Schools and Colleges, Commission on Institutions of Higher Education, North Central Association of Colleges and Schools, The Higher Learning Commission, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Commission on Colleges Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

**Satisfactory Academic Progress:** Maintenance of the equivalent of a minimum cumulative grade point average of 2.0 on a 4.0 grading scale, and the required completion of attempted course work each semester.

**Special Populations** means—

- (a) Individuals with disabilities;
- (b) Individuals from economically disadvantaged families, including low-income youth and adults;
- (c) Individuals preparing for non-traditional fields;
- (d) Single parents, including single pregnant women;
- (e) Out-of-workforce individuals;
- (f) English learners;
- (g) Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- (h) Youth who are in, or have aged out of, the foster care system; and
- (i) Youth with a parent who— (i) Is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code); and (ii) Is on active duty (as such term is defined in section 101(d)(1) of such title). (20 U.S.C. 2302(48)).

**STEM (Science, Technology, Engineering & Mathematics):** (Science, Technology, Engineering & Mathematics) Courses and degrees defined as STEM by the (DHS) STEM Designated Degree Program List.

**Student Aid Report:** A report that summarizes the information provided by a student on the Free Application for Federal Student Aid (FAFSA).

**Student Information Release Form:** A required CTE Program form on which the student identifies to whom information can be released.

**Title IV Cost of Attendance:** Established by each individual postsecondary educational institution, the Title IV Cost of Attendance (COA) is the total amount it should cost a student to attend that institution and is usually expressed as an academic year figure (Fall, Winter, Spring). The Cost of Attendance covers tuition, fees, housing, meals, books, supplies, transportation, and miscellaneous expenses. This is the maximum budget that the Financial Aid Office at any school uses to award all types of financial aid. Additionally, most schools establish a separate COA for students who reside 'On-Campus', 'Off-Campus' (self-supporting), and 'With-Parents' which means that budgets may vary for students at the same institution.

**VIRGINIA TRIBAL EDUCATION CONSORTIUM**

**CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM POLICY  
ACKNOWLEDGMENT AND AUTHORIZED SIGNATURES**

I acknowledge that I have read and understood the policies and procedures outlined in this document, and I agree to abide by them throughout my participation in the CTE program.

Name of Applicant (please print):

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Date:

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Signature of Applicant:

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Parent/Guardian/Authorized Representative Name (please print):

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Parent/Guardian/ Authorized Representative Signature:

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Date:

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