



Virginia Tribal Education Consortium (VTEC)
10469 Atlee Station Road, Suite 200
Ashland, VA 23005
VTECStaff@vtecinc.org
[Visit us at www.vtecinc.org!](http://www.vtecinc.org)

Qualifying Eligibility Application

Thank you for your interest in Virginia Tribal Education Consortium's (VTEC) grant assistance programs! We currently have two grant assisting programs, Native American Career and Technical Education Program (NACTEP) and the Native Youth Community Project (NYCP), where you can benefit from each or both.

Please answer all the questions on this application so that we can accurately identify each benefit you are eligible for. Along with the application, each qualifying student participant (hereafter referred to as "you") **must submit copies of the following documentation: your Tribal Citizenship Identification card or letter of recognition** (whichever is current and provided by the your enrolled Tribe), and **a written and signed essay by you stating your educational goals, the process of reaching those goals, and how participation in VTEC's grant assisting programs can help the you achieve those goals** (minimum 250 words).

Depending on your current educational level (whether considered secondary, post-secondary, or non-traditional), you may be required to upload copies of additional documents that are required during your application process. Once you have completed filling out this application, **please submit it to the email below and allow at least seven business days for our coordinators to begin processing your application for eligibility determination.**

We suggest **downloading this file BEFORE you fill in your information**, complete it and submit it to us by email along with any supporting and required documentation. You're welcome to print the application, fill it out by hand, and send a copy to us by email.

Submit your application, documents and any questions to our email: VTECStaff@vtecinc.org

Student or Parent/Guardian of Student: Please answer truthfully, as this form serves as the official record of the eligibility determination for each voluntary participant receiving VTEC assistance.

Student Information

Basic Information

Name of Student: _____ Date of Birth: _____

Student or Parent/Guardian Email address: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Tribal Affiliation Information

(Please **include a copy of your Tribal ID card or Letter of Registration** with the Tribe. If you are not affiliated with an Indigenous Tribe/Band, please skip this area.)

Is the student affiliated with an Indigenous Tribe or Band? Yes or No

Please identify the full name of the Tribe or Band: _____

Please identify where the Tribe or Band is headquartered in the U.S.A.:

The individual with Tribal citizenship is the (select only one):

Student Student's parent Student's grandparent

Current School/Education Information

(Please fill out **only one** area that identifies your **current level** of education. If you are not currently enrolled in an educational program, you may skip this area.)

Secondary Education

Name of High School: _____

Name of School District: _____ State: _____

Current Grade Level: _____

Student Email Address (if applicable): _____

Anticipated Program Graduation/Completion Date: _____

Post-Secondary Education

Name of College/University: _____

Location of College/University (please **include City and State**): _____

Current Grade Level: _____ Student ID#: _____

Current Degree Program: _____

Student Email Address: _____

Anticipated Program Graduation/Completion Date: _____

Non-Traditional Education

(Non-traditional education is for students who are currently enrolled in certification/licensure programs, or continuing education outside of traditional college/university environments.)

Name of Program Institution: _____

Is this a self-study program? Yes No

If no, please identify the physical location of the program:

Address: _____ City: _____

State: _____ Zip Code: _____

Name of Program: _____

Anticipated Program Graduation/Completion Date: _____

Qualifying Questionnaire

This section is to determine the qualifying student's eligibility for each grant assistance program provided by VTEC. Please answer the questions truthfully and to your best ability and ensure its completion before moving forward. Should you have any questions, please email us at VTECStaff@vtecinc.org.

Dual Enrollment, CTE-related, and Work-Based Learning

1. Are you enrolled in a or multiple dual enrollment course(s): Yes No
 - If yes, please identify which course(s): _____
 - Are you applying for a stipend or direct assistance towards any future dual enrollment courses? Yes No
2. Are you enrolled in any Career and Technical Education (CTE) courses: Yes No
 - If yes, please identify which course(s): _____
 - Are you applying for a stipend or direct assistance towards any future CTE-related courses? Yes No
3. Are you participating in a work-based learning program: Yes No
 - If yes, please identify which program: _____
 - Are you applying for a stipend or direct assistance towards a work-based learning program? Yes No

Help Us Understand How to Support You

To meet program and reporting requirements, please answer each question. Your responses help us identify resources and support that may be available to you. All information is kept confidential.

Education Background

- Are you a **first-generation college student** (your parent(s) did not complete a 4-year college degree)?
Yes No

Family & Caregiving Support

- Are you a **single parent** or are you **single and currently expecting a child**?
Yes No
- Do you currently **need childcare support** in order to participate in an educational program?
Yes No
- Are you interested in receiving **childcare assistance through programs** (such as Head Start)?
Yes No

Housing & Living Situation

- Are you currently in **foster care**?
Yes No
- Have you **recently aged out of foster care**?
Yes No
- Are you currently living in an **emergency shelter**?
Yes No
- Are you currently living in **transitional housing**?
Yes No
- Are you **leaving or recently left** a temporary institution (such as treatment center or similar setting)?
Yes No
- Are you currently **fleeing or attempting to flee domestic violence**, without a safe or stable place to live?
Yes No
- Are you (or your family) currently experiencing **unstable housing** or at risk of losing housing?
Yes No
- Have you **lost your primary housing within the past 14 days** (including staying in a motel, hotel, or temporarily with others) and do not have stable housing?
Yes No

Assistance Programs

- Do you currently receive **TANF (Temporary Assistance for Needy Families)**?
Yes No
- Do you have a **parent or legal guardian serving on active duty in the U.S. military**?
Yes No
- Do you have a condition that may qualify **as a disability under the ADA and require accommodations?** (For the ADA definition, visit <https://www.ada.gov/topics/intro-to-ada/>)
Yes No

Career Interests

- Are you interested in pursuing a **skilled trade or non-traditional career path** (such as plumbing, welding, information technology, electrical work, nursing, or digital media)?
Yes No
- Are you **female and interested in a field where women are underrepresented** (such as welding, plumbing, electrical work)?
Yes No
- Are you **male and interested in a field where men are underrepresented** (such as nursing or education)?
Yes No

Attestation Statement:

I verify that the information provided above is true and correct to the best of my knowledge and belief.

Printed Name of Student: _____

Printed Name of legal Parent/Guardian: _____

Signature of Student or Legal Parent/Guardian: _____

Date: _____

Participation Agreement: **Native Youth Community Project (NYCP)**

The Virginia Tribal Education Consortium’s (VTEC) Native Youth Community Project (NYCP) can provide qualifying student participants (hereafter referred to as “you”) with the following services to broaden your access to future life opportunities:

- Invitation to exclusive college and/or career readiness events
- Preparation to excel on the ACT
- Payment to complete the ACT up to two times
- Career skills training and certification
- College and/or career guidance, planning, and networking

In return, we ask you to engage in these sponsored activities, when scheduled for you, and to report to VTEC the following associated information, if applicable, when requested:

- ACT and/or SAT completion date(s) and result(s)
- Post-high school educational and career preferences, applications, acceptances, and selections
- Confirmation of financial aid application submission
- Confirmation of scholarship application(s)
- Confirmation of career preparation experiences

The purpose of collecting this information is two-fold:

1. To compile the information for you in one central repository so that you can access it when needed
2. To assess the overall effectiveness of the project, to complete required progress reports for the US Office of Indian Education, and to report general project achievement to the VTEC Board and tribal leaders

All identifiable personal information will be anonymized before reporting outside of VTEC and will be destroyed, via data-wiping, following the conclusion of the project. Your contact information will not be shared with any third parties outside of VTEC without your permission. If, for any reason, you have concerns about the VTEC’s handling of your data, you can contact NYCP Project Director Drew Allmond (drew.allmond@vtecinc.org) at any time.

Signing below acknowledges understanding of and agreement to the terms laid out in this form:

Student signature: _____ Date: _____

Student email address (required for registration): _____

Signature of Parent/Legal Guardian: _____ Date: _____

Participation Agreement: **Native American Career and Technical Education Program (NACTEP)**

The Virginia Tribal Education Consortium's (VTEC) Native American Career and Technical Education Program (NACTEP) can provide qualifying student participants (hereafter referred to as "you") with the following supplemental assistance, supporting your higher educational goals:

- Providing financial assistance for tuition and school supplies
- Third-party scholarship opportunity information
- Work-based learning and internship opportunities and stipends
- Giving working adults the chance to continue their education

Application Checklist

Whether you are a Tribal citizen pursuing a degree, learning a new trade, or exploring a career change, our NACTEP resources are here to support your journey. In return, **we recommend you to read the [Native American Career and Education Program Policy and Procedures](#)** (this can also be found on our [website](#)), actively participate in any sponsored activities assigned to you and provide requested information to VTEC, as applicable.

Important Information: *Please submit all complete and accurate documents that are applicable to the remaining information you've included with your application. Incomplete applications cannot be processed. Funding is only applied to future courses or expenses. We do not reimburse for courses, programs, or supplies that have already been paid for.*

For full details, please refer to the program policy: [NACTEP Policy and Procedures](#) and for questions and document submission, email: VTECStaff@vtecinc.org

- Personal Statement (Essay):** A signed essay (minimum 250 words) describing your educational goals, progress, and how this program will support your success.
- Secondary Education Records (*applicable if you are currently attending high school or if high school is your most recent education level*):** A copy of your unofficial high school transcript or GED scores and high school diploma.
- Post-Secondary Education Records (*applicable if you are currently attending college/university or if college/university is your most recent education level*):** A copy of your unofficial transcript and diploma.
- Test Scores & Financial Aid Information:** ACT, SAT, or TABE scores, including any financial aid award letter, even if awarded from a third-party tribal scholarship (such as MPM, home tribe student award).
- FAFSA Documentation:** Federal Student Aid Report (SAR) or a financial statement showing your current balance.
- Class Schedule:** Your current or upcoming course schedule
- Degree/Program Plan:** Also called a degree audit, graduation checklist, or degree/program evaluation
- Letter of Acceptance:** From the college/university/non-traditional program you plan to attend

NACTEP Attestation & Acknowledgment

By signing below, I acknowledge that I have read and understand the policies and procedures of the Virginia Tribal Education Consortium (VTEC) Native American Career and Technical Education Program (NACTEP).

I understand that any identifiable personal information collected through this application will be kept confidential, used only for program purposes, and anonymized before being reported outside of VTEC. I further understand that all personal data will be securely destroyed through data-wiping procedures following the conclusion of the program.

I acknowledge that my contact information will not be shared with any third parties outside of VTEC without my permission.

If I have any questions or concerns regarding how my information is collected, used, or stored, I understand that I may contact NACTEP representative Hailey Holmes at: Hailey.Holmes@vtecinc.org

By signing below, I certify that the information provided in this application is true and accurate to the best of my knowledge, and I agree to comply with all program requirements.

Student signature: _____ Date: _____

Student email address (required for registration): _____

Signature of Parent/Legal Guardian: _____ Date: _____



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10469 ATLEE STATION ROAD, SUITE 200, ASHLAND, VA 23005

WWW.VTECINC.ORG | VTECSTAFF@VTECINC.ORG

Student Information Release Form Instructions

In compliance with the federal Family Educational Rights and Privacy Act (FERPA) of 1974, the Virginia Tribal Education Consortium (VTEC) will not disclose personally identifiable student information (including, but not limited to, documents from initial application, award assessments, progress reports, and other student records) to any organization, parent, legal guardian, spouse, or other party without the student's consent.

Students may choose to grant VTEC permission to release certain information to an organization, parent, legal guardian, spouse, or other party by submitting this form. **A separate form must be submitted for each organization or individual to whom access should be granted.** Additionally, the student should indicate if the individual, organization, or other party can manage any past, present, and/or future claims on the student's behalf (including, but not limited to, direct assistance requests, documentation submissions, general communication with VTEC staff regarding the student's account, and other supporting information necessary for the student's account).

Note: If you do not wish to grant access to your information, you do not need to complete this form. Records will only be provided when requested by the designated party. They will not be sent automatically by VTEC.

To designate a parent, legal guardian, spouse, organization, or other party, please complete the following sections:

- **Student Information**
- **Party to Whom Information Will Be Released** (parent/legal guardian, spouse, organization, other party)
- **Information to Be Released** (check appropriate boxes)
- **Permission to Manage Claims** (indicate if the individual/organization/other party can manage claims under your enrollment account with VTEC)
- **Duration of Release** (indicate the length of time this release should remain in effect)
- **Signature** (gives permission for this information to be released)



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Student Information Release Form

In accordance with the Family Education Rights and Privacy Act (FERPA)

Student Information			
Student First Name:		Student Last Name:	
Contact Phone Number:		Email Address:	
Party to Whom Information will be Released (<i>indicate parent, legal guardian, or spouse</i>)			
First Name:		Last Name:	
Relation to Student:		Contact Phone Number:	
Email Address:			
Party to Whom Information will be Released (<i>indicate organization, or other party</i>)			
Organization Name		Other Party Name	
Primary Contact First & Last Name:			
Contact Phone Number:		Email Address:	
Mailing Address for Individual, Organization, or Other Party established above			
Address:		Apt/Suite/Floor:	
City/State:		Zip:	



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Information to be Released (check one or more of the boxes below to grant authorization)

- Information required for Eligibility Application (this may or may not include personal identifying information, such as Tribal Citizenship ID, Student ID#, Address, etc.)
- Financial records including direct assistance and/or stipend awards, supplies assistance awards, educational account summaries, confirmations of payments made by VTEC, and other supporting documentation.
- Grades/GPA, acceptance letter, class schedule, transcripts, progress reports and/or eligibility essays.
- Other (specify) _____

This consent shall remain in effect through (choose one):

- Entire duration of enrollment with the Virginia Tribal Education Consortium (VTEC)
- Academic Year or Term (specify): _____
- Until graduation from current educational institution. Provide graduation date: _____

Authorization Statement: (please read carefully and select ONE option)

- In addition to VTEC releasing the information designated above, I authorize the individual, organization, or other party to handle any business necessary to my enrollment, with the Virginia Tribal Education Consortium (VTEC) on my behalf.
- I do not authorize the individual, organization, or other party to handle any business necessary to my enrollment, with the Virginia Tribal Education Consortium (VTEC) on my behalf. I only authorize VTEC to release the information I've selected to the contact specified above.

By signing below, I consent to the information I've selected to the individual, organization, or other party designated above:

Student Signature	Date

(To remove or make changes to the Student Information Release Form, contact your assigned Academic Coordinator)

Records Office Use Only:	Entered by: _____	06/2024
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