



## 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 to your designated CTE Team member before appropriate enrollment/testing deadlines. **For any questions or concerns, email the CTE Team at [VTECStaff@vtecinc.org](mailto:VTECStaff@vtecinc.org).**

*\*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.*

	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. Unofficial (In a sealed envelope from the school or testing center) High School transcript or GED (General Equivalency Diploma) Scores for High School seniors* (mailed/delivered in a sealed envelope from the school or an email sent via official transcript delivery system; no faxed or photocopied transcripts will be accepted)
	3. Copy of ACT, SAT, or TABE scores unless you have been accepted in college (higher institute, undergraduate, graduate, and tech school) or a copy of financial aid award letter (“Due to this extraordinary circumstance,” of COVID certain Universities and Colleges do not require applications submission of ACT, SAT, or TABE (Test for Adult Basic Education) exams)
	4. Unofficial College transcript from any college/university attended since last funded by the Tribal Higher Education CTE Program (mailed/delivered in a sealed envelope from the school, or an email sent via an official transcript delivery system; no faxed or photocopied transcripts will be accepted)
	5. 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 <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> )
	6. Letter of Acceptance from the college/university you will be attending (if applicable)
	7. Tribal Scholarship Financial Aid Package Form (if applicable) or Student ID (I.e., Mattaponi, Pamunkey, Monacan - MPM)
	8. Schedule of Classes
	9. Degree Plan (may also be referred to as a Degree Evaluation, Graduation Checklist, or Degree Audit)