

**SAC AND FOX NATION  
REVENUE ALLOCATION (RAP) GUIDELINES  
VOCATIONAL TRAINING ASSISTANCE GRANT  
FOR  
SHORT-TERM TRAINING**

**Short-Term Vocational Training Tuition Assistance:**

The Sac and Fox Nation Governing Council has provided funds for the education needs of Sac and Fox tribal members who taken the initiative to improve their job skills. This grant provides tribal members the opportunity to enhance their current employment status or to learn new skills in order to improve their skills and abilities in the work force. The primary objective of this program is to assist Sac and Fox Nation tribal members with the opportunity to develop their skills and abilities to ensure career advancement and/or to gain meaningful employment. It is the intent of the Sac and Fox Nation to create a community environment that supports their education efforts of tribal members. It is vital to foster an atmosphere that encourages tribal members to educate themselves and strive for excellence. All Sac and Fox Nation adult tribal members who are unemployed or under-employed and who are not enrolled in a formal degree or certification program are eligible to apply.

**GUIDELINES:**

- Applicants must complete the Vocational Training Assistance Grant application form and submit the application along with all required documentation to the Sac and Fox Nation's Education Department. **Incomplete application forms and/or faxed application forms will not be processed or accepted.**
- Applicants must submit a copy of his/her Sac and Fox Nation tribal membership card (CDIB).
- Applicant must submit documentation provided by the school regarding the course to be taken. The documentation must include a course title, course description, duration of course and tuition/fees/supplies amount.
- Applicant must submit a signed Privacy Statement form.
- Applicant must submit a letter to the Sac and Fox Nation's Education Department explaining how the course will benefit him/her employment status.
- Courses must be at least two (2) weeks, but less than nine (9) months in duration and must be job-skills related.
- Upon completion of a single course, the applicant/student must provide proof of completion from the school. Additional funds for subsequent courses will not be funded until this information is provided.
- This program has limited funds; therefore, each completed application will be reviewed in the order in which they are received by the Education Department. Each eligible student may receive up to \$300.00 per year in assistance and the program will fund as

many students as possible. Payments will be made directly to the vocational training institution.

Students who are funded through this program, but do not complete their course of study, may request funding only one additional time in a different course of study. If the student fails to complete the second course of study, the student will not be eligible for any additional funding through this program.

#### **APPEALS PROCEDURE:**

- The applicant must submit a written appeal to the Chief of Staff within ten (10) business days of the denial of services. Any documents along with sufficient details to warrant reconsideration of denial/disapproval must be submitted along with the written appeal.
- Within ten (10) business days of the receipt of the appeal, the Chief of Staff will send a written statement to the applicant with an explanation of his/her determination regarding the denial of services issue.
- If the applicant is not satisfied with the explanation provided by the Chief of Staff, the applicant shall have ten (10) business days to provide a written statement along with documentation to the Sac and Fox Nation's Business Committee. The Business Committee will review the information provided and make a final determination within thirty (30) business days. All actions/decisions taken by the Business Committee are final.

For more information you may contact the Education Department at (918) 968-3526. The Education Department is located at – 920883 S. Highway 99, Stroud, Oklahoma 74079.



# Sac & Fox Nation

## Education Department

920883 S. Highway 99, Stroud, OK 74079

Administration: Tel: (918) 968-3526

Learning Center: Tel: (918) 968-3526 \* Fax (918) 968-0542

### VOCATIONAL TRAINING ASSISTANCE GRANT SHORT-TERM TRAINING

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_  
City State ZIP

DOB: \_\_\_\_\_ Sac and Fox Roll Number: \_\_\_\_\_

**\*\*\*\*Faxed application forms will NOT be accepted. Incomplete applications will not be processed.**

NAME OF COURSE: \_\_\_\_\_

(Attach course information from the school)

SCHOOL NAME AND PAYMENT MAILING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF TUITION REQUESTED: \$ \_\_\_\_\_

#### CHECKLIST:

- \_\_\_\_\_ Copy of Sac and Fox Nation tribal membership card (CDIB) attached/enclosed
- \_\_\_\_\_ Course documentation from the school attached/enclosed
- \_\_\_\_\_ Signed Privacy Statement attached/enclosed
- \_\_\_\_\_ Personal letter detailing benefit to employment status attached/enclosed

#### APPLICANT: PLEASE READ CAREFULLY AND SIGN BELOW:

I hereby certify that the above information on this form is true and correct to the best of my knowledge and consent to release of this information to the necessary agencies to complete my financial package. I request that any Tribal tuition grant awarded to me will be mailed to the Bursar's Office/Financial Aid Office at my school.

I understand that it is my responsibility to provide a copy of my transcripts to the Sac and Fox Nation's Education Department at the end of each semester/academic term. I have received a copy of the Sac and Fox Nation's RAP Vocational Training Assistance Grant Guidelines and questions pertaining to the program have been answered to my satisfaction. I understand that I must comply with all requirements of the program in order to receive continued funding by the Sac and Fox Nation.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## PRIVACY STATEMENT

The Privacy Act provides safeguards against an invasion of privacy through the misuse of records by federal agencies. Agencies which maintain a system of records on individuals are required to inform those persons on the following:

- The authority by which the agency is authorized to solicit the information and whether the disclosure of such information is mandatory or voluntary.
- The use or purpose for which the information will be used.
- The affects on the individual, if any, for not providing all or any part of the requested information.

The Sac and Fox Nation Education Programs operate under the general authority of the Sac and Fox Governing Council policies. In accordance with the accountability required for the administration of funds appropriated for the program and to determine eligibility, certain information is required of applicants. This form authorizes the solicitation of the required information.

The applicant should understand that the intent of collecting and maintaining the data on individuals is for determining eligibility of the applicant and to provide the means to produce statistical records required for this office. Failure on the part of the applicant to provide the requested information will preclude the applicant from eligibility for the award. The Sac and Fox Nation may also list in the Tribal newspaper a list of student names who have received awards.

I have read the statement on privacy listed with the application form. I hereby provide the required information and authorize the use of such information to the extent of the uses specified in this statement.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**SAC AND FOX NATION  
REVENUE ALLOCATION (RAP) GUIDELINES  
VOCATIONAL TRAINING ASSISTANCE GRANT  
FOR  
LONG-TERM TRAINING**

**Long-Term Vocational Training Tuition Assistance:**

The Sac and Fox Nation Governing Council has provided funds for the education needs of Sac and Fox tribal members who have taken the initiative to improve their job skills. This grant provides tribal members the opportunity to enhance their current employment status or to learn new skills in order to improve their skills and abilities in the work force. The primary objective of this program is to assist Sac and Fox Nation tribal members with the opportunity to develop their skills and abilities to ensure career advancement and/or to gain meaningful employment. It is the intent of the Sac and Fox Nation to create a community environment that support the education efforts of tribal members. It is vital to foster an atmosphere that encourages tribal members to educate themselves and strive for excellence. All Sac and Fox adult tribal members who are unemployed or under-employed and who wish to enroll in a long-term program of study at an accredited vocational training institute are eligible to apply. Those who are currently enrolled are encouraged to continue their education.

**APPLICATION DEADLINE DATES:** Spring Semester-March 1<sup>st</sup>      Fall Semester-September 1<sup>st</sup>

**GUIDELINES:**

- Applicants must complete the Vocational Training Assistance Grant application form and submit the application along with all required documents to the Sac and Fox Nation's Education Department. **Incomplete application forms and/or faxed application forms will not be processed or accepted.**
- Applicants must submit a copy of his/her Sac and Fox Nation tribal membership card (CDIB).
- Students enrolled in a long-term program **must reapply each semester.** An official transcript/progress report of the student's previous semester grades must be submitted along with the application for subsequent semesters. In order to be funded for subsequent semester the student must be making adequate progress.
- Student must submit documentation provided by the school regarding the program of study. The documentation must include program title, program description, list of courses, program duration and tuition/fees/supplies amount.
- Student must sign and submit the Privacy Statement as a part of the application.
- Student must submit a letter to the Sac and Fox Nation's Education Department detailing how the program will benefit their employment status and/or their ability to secure employment.
- Programs must be at least nine (9) months in duration and result in a degree or technical/trade/professional certification.
- This program has limited funding; therefore, each completed application will be reviewed in the order in which they are received by the Education Department. Each eligible full-time student

may receive up to \$1,000.00 per semester in assistance. Each eligible part-time student may receive up to \$500.00 per semester in assistance.

#### **APPEALS PROCEDURE:**

- The applicant must submit a written appeal to the Chief of Staff within ten (10) business days of the denial of services. Any documents along with sufficient details to warrant reconsideration of denial/disapproval must be submitted along with the written appeal.
- Within ten (10) business days of the receipt of the appeal, the Chief of Staff will send a written statement to the applicant with an explanation of his/her determination regarding the denial of services issue.
- If the applicant is not satisfied with the explanation provided by the Chief of Staff, the applicant shall have ten (10) business days to provide a written statement along with documentation to the Sac and Fox Nation's Business Committee. The Business Committee will review the information provided and make a final determination within thirty (30) business days. **All actions/decisions taken by the Business Committee are final.**

For more information you may contact the Education Department at (918) 968-3526. The Education Department is located at – 920883 5. Highway 99, Stroud Oklahoma 74079.



## Sac and Fox Nation Education Department

920883 S. Highway 99, Stroud, OK. 74079 PH: 918-968-3526 FAX: 918-968-0542

### Vocational Training Assistance Grant LONG-TERM TRAINING

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_ \*Roll No. \_\_\_\_\_

**\*\*Faxed application forms will NOT be accepted. Incomplete applications will not be processed.**

NAME OF Program: \_\_\_\_\_

(Attach course information from the school)

SCHOOL NAME AND PAYMENT MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF TUITION REQUESTED: \$ \_\_\_\_\_

#### CHECKLIST:

- \_\_\_\_\_ Copy of tribal membership card attached/enclosed
- \_\_\_\_\_ Course documentation from the school attached/enclosed
- \_\_\_\_\_ Signed Privacy Statement attached/enclosed
- \_\_\_\_\_ Personal letter detailing benefit to employment status attached/enclosed

Applicant: PLEASE READ CAREFULLY AND SIGN BELOW

I hereby certify that the above information on this form is true and correct to the best of my knowledge and consent to the release of this information to the necessary agencies to complete my financial package. I request that any Tribal tuition grant awarded to me will be mailed to the Bursar's Office at my school. I understand that it is my responsibility to provide a copy of my transcripts to the Sac and Fox Nation Education Department at the end of each academic term. I understand I must comply with all requirements of the program to receive continued funding by the Sac and Fox Nation.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

## PRIVACY STATEMENT

The Privacy Act provides safeguards against an invasion of privacy through the misuse of records by federal agencies. Agencies which maintain a system of records on individuals are required to inform those persons on the following:

- The authority by which the agency is authorized to solicit the information and whether the disclosure of such information is mandatory or voluntary.
- The use or purpose for which the information will be used.
- The effects on the individual, if any, for not providing all or any part of the requested information.

The Sac and Fox Nation Vocational Training Assistance Grant Program operates under the general authority of the Sac and Fox Governing Council policies. In accordance with the accountability required for the administration of funds appropriated for the program and to determine eligibility, certain information is required of applicants. This form authorizes the solicitation of the required information.

The applicant should understand that the intent of collecting and maintaining the data on individuals is for determining eligibility of the applicant and to provide the means to produce statistical records required for this office. Failure on the part of the applicant to provide the requested information will preclude the applicant from eligibility for the award. The Sac and Fox Nation may also list in the Tribal newspaper a list of student names who have received awards.

I have read the statement on privacy listed with the application form. I hereby provide the required information and authorize the use of such information to the extent of the uses specified in the statement.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE