

Old Harbor  
Scholarship  
Foundation, Inc.  
Vocational Application  
Application for Financial Assistance



Anchorage office:

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Toll Free 877-582-6100

E-mail: [ohsf@oldharbor.org](mailto:ohsf@oldharbor.org)

Old Harbor office:

Phone: (907) 286-2286 Fax: (907) 286-2287

Toll Free 877-986-2286

## APPLICATION PROCEDURES

A Vocational scholarship will be awarded to each eligible student that submits a complete application by the due date, regardless of need. A person is eligible for an vocational scholarship if they (1) are seeking to attend a vocational training program; (2) are a Shareholder of Old Harbor Native Corporation or a descendant of a Shareholder of Old Harbor Native Corporation; and (3) submit a complete application by the applicable due date.

Up to \$10,000 per calendar year for vocational scholarships. Multiple vocational scholarships may be awarded to an applicant in a calendar year but the total aggregate amount that may be awarded to that applicant will not exceed \$10,000 per calendar year.

Vocational scholarships are for eligible applicants that desire to attend a trade school or training program to obtain a certificate such as their CDL.

### NEW VOCATIONAL STUDENTS

All new students must submit a complete application package to receive consideration for a scholarship or grant. All blanks on the application must be filed in and may apply at anytime throughout the year, for one grant per year.

A complete application package for new applicants consists of:

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**Proof of Eligibility:** All Alaska Natives enrolled under Section 5 of the Alaska Native Claims Settlement Act to the Old Harbor Native Corporation and direct or legally adopted descendants of those original enrollees are eligible for this scholarship. *You must include* the OHNC shareholder enrollment number that entitles you to an Old Harbor Scholarship Foundation Inc., a grant.

**Application Form:** A completed, signed and dated Scholarship Application.

**Essay:** (300-600 words) your essay (letter of application) *must be worded in the form of a Statement of Purpose Letter* and should include: **Your personal and family history; your community involvement and volunteer activities; and your educational and life goals.**

**Transcript/or copy of:** high school or college transcript (whichever is applicable, it can be a copy of your H.S. diploma, or certificate(s) any documentation showing proof.) **NOTE: Transcripts can be unofficial, but you must submit OFFICIAL copies before your check will be mailed.**

**Proof of Acceptance:** Letter of acceptance (*only needed from New Students*) from the school or program you plan to attend.

**Photo:** Is optional

**A recent resume:** Please include a resume with employment information and activities/honors.

**An Old Harbor Native Corporation Descendant Database form:** This form is a requirement for those who are not a shareholder, and only once for OHNC descendant's database. You may download the form at our website: [www.oldharbornativecorp.com](http://www.oldharbornativecorp.com) at Shareholder Resources then to Intro Vivos Gifting there you will find the Descendants form. If you have any question please contact our Anchorage office.

## **CONTINUING STUDENTS: Vocational**

Continuing students are those who received a Vocational grant the previous year are required to complete the sections of the application that have updates, as well as submitting their updated letter of application, updated resume and transcript postmarked by the deadline. A complete application for continuing students consists of:

- **Application Form:** Continuing students should complete sections of the scholarship application that have a change of address, school financial aid office, email, year in school, of field of study. A completed, signed and dated Scholarship Application is necessary for OHSF to send your award letter and funding to the correct location. Information that is not updated could result in a delay or forfeit of your award. Please send your completed application to the address listed below.
- **Essay:** (300-600 words) Continuing students should update their essay (letter of application) *worded in the form of a Statement of Purpose type of essay* and should include: Updates to your community service activities as well as your educational and life goals.
- **Transcript:** Continuing students should submit their most recent transcripts with their applications. **NOTE: Transcripts can be UNOFFICIAL, but you MUST submit OFFICIAL copies before your check will be mailed.**
- **Photo:** Is optional
- **A recent resume:** Please include a resume with employment information and activities/honors.

**Applications for Vocational Scholarships will be received throughout the year.**

**Up to \$10,000 per calendar year for vocational scholarships. Multiple scholarships may be awarded per calendar year, but the total aggregate amount that may be awarded to that applicant will not exceed \$10,000 per calendar year.**

## **RECIPIENT RESPONSIBILITIES:**

### **Grade Point Average:**

- Students: must maintain the following grade point averages. Falling below the GPA in your category will result in probation:
- Vocational: 2.00 GPA.
- GED: For the purpose of determining Grade Point Averages, a General Education Diploma equals a 2.00 GPA.

### **Probation:**

- If a student's GPA falls below the minimum in the category in which they applied for any funding period, the student will be placed on probation for one semester/quarter and they will receive notice. If the GPA increases the following semester/quarter, but is still below the minimum stated above, the student may continue on probation for an additional term. Funding will be cancelled for any student who fails to maintain the established minimum GPA at the end of two consecutive terms. Probation does not disqualify the student from future scholarships.

### **Transcripts:**

- **At the end of each semester/quarter, recipients of scholarship/grants must send unofficial transcripts or progress reports to the Foundation.** *If failure to comply, you may not be eligible for a scholarship or grant for the following year.*
- Notify the Foundation immediately if you change your mailing address, school or enrollment status.
- IRS- Students are responsible for IRS taxes on any scholarship money used for purposes other than tuition, fees, books and materials. Ask the IRS for a 1099 form.

### **Reapply:**

- *Students must reapply each year for a scholarship or grant for the next school year.*

### **Disbursement of Funds:**

- Grants and scholarships are disbursed once per year by OHSF directly to the recipient's school. Academic awards will be paid out before the Fall semester begins as one payment in full. For students attending trade or vocational school, payment is made directly to the school upon acceptance. Written notice of award results will be mailed to each applicant within 60 days of application deadline. Any funds not used by the recipient will be returned to the Foundation.

### **Student Categories:**

- **New students** are first-time applicants of the Old Harbor Scholarship Foundation.
- **Continuing students** are those who received an OHSF scholarship in the previous year.

**Vocational Application Status:**     New     Continuing (please check one)

**PERSONAL DATA & CONTACT DATA**

Your Full Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Phone \_\_\_\_\_ SSN \_\_\_\_\_ Please check gender     Male

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_     Female

**Please list your contact address where we can reach you while you are at school**

Address \_\_\_\_\_ Phone during school \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ email \_\_\_\_\_

**WHERE YOU PLAN TO ATTEND SCHOOL**

Name of school you plan to attend \_\_\_\_\_

Address of School Financial Aid Office \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Does the school have semesters or quarters?     semesters     quarters

If not in semesters or quarters, give the number of hours per week you will attend classes and the number of weeks you will attend classes. Hours per week \_\_\_\_\_ for how many weeks \_\_\_\_\_

**Give the months you plan to attend school for this year only:** From: \_\_\_\_\_ Through: \_\_\_\_\_

Check all the terms you plan to attend school next year:

Fall                       Winter                       Spring                       Summer

**PLEASE NOTE, IF YOU HAVE SEMESTERS, THE WINTER SECTION DOES NOT APPLY TO YOU**

**EDUCATIONAL GOALS**

**Area(s) of study:**

**Educational Goal** \_\_\_\_\_ **Certificate (Type)** \_\_\_\_\_

**Other (please specify)** \_\_\_\_\_ **Expected graduation date** \_\_\_\_\_

**FULL OR PART TIME STATUS - please check the box which applies to you:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> -Full Time                             | <input type="checkbox"/> -Vocational 30 or more class hrs wkly  | <input type="checkbox"/> -Graduate less than 9 credit hrs        |
| <input type="checkbox"/> -Undergraduate 12 or more credit hrs - | <input type="checkbox"/> -Part Time                             | <input type="checkbox"/> -Vocational less than 30 class hrs wkly |
| <input type="checkbox"/> -Graduate 9 or more credit hrs         | <input type="checkbox"/> -Undergraduate less than 12 credit hrs |  |

Are you presently attending trade school?

Yes  No

If yes, please list the name and address of the school

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

**Direct Academic Costs**

**Tuition**

**Student Fees**

**Books & Required Supplies**

**Housing & Meals Costs**

On-campus or Off-campus Housing

On-campus or Off-campus Meals

**Personal Expenses**

**Transportation**

**Total Expenses**

**-Less Total Income**

**Total Need**

Have you applied for admission to a trade school?

Yes  No

If yes, has your application been accepted?  Yes  No

Please list the name and address of the school you have been accepted to.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

**CURRENT EDUCATION**

What year did you last attend school? \_\_\_\_\_ In what year did you graduate from H.S. or earn your GED? \_\_\_\_\_

For how many  quarters  semesters have you received the OHSF Scholarship? \_\_\_\_\_

Class level:  Freshman (I have 0-29 college credits)  Senior (I have 90 + college credits)  
 Sophomore (I have 30-59 college credits)  Graduate/Post/Graduate  
 Junior (I have 60-89 college credits)

Current cumulative GPA (for those who have been in school within the past three years):

High School \_\_\_\_\_ College/Vocational \_\_\_\_\_

**ELIGIBILITY**

Indicate your eligibility for an Old Harbor Scholarship by checking the appropriate box. NOTE:"Shareholder" is an Alaska Native enrolled under the Alaska Native Claims Settlement Act of 1971. "Descendant" means that you are a direct descendant of a Shareholder: a child, grandchild, great grandchild, etc. (biological or adopted).

I am a Shareholder of Old Harbor Native Corporation  I am a Descendant of an OHNC Shareholder.

Name of Shareholder \_\_\_\_\_

OHNC Shareholder is  Myself  Parent  Grandparent  Great Grandparent  Great Great Grandparent

OHNC Enrollment Number \_\_\_\_\_

**EMPLOYMENT & ACTIVITIES:**

PLEASE ATTACH A CURRENT RESUME WITH EMPLOYMENT HISTORY, SCHOOL, ACTIVITIES, HONORS, AWARDS, ADDITIONAL EDUCATIONAL AND OR TRAINING, ETC.

## **Checklist**

Please use the following checklist as a guide when completing your application packet.

All items in the checklist must be submitted for a complete application.

### **First Time Applicants (who did not receive funding last year) CHECKLIST:**

- **COMPLETED APPLICATION FORM:** All questions and lines on application must be FILLED OUT. If a question does not apply to you, please write "N/A" instead of leaving a blank. Don't forget to sign and date the last page of the application.
- **Essay:** Please submit a 300-600 word essay in the form of a "Statement Form" about your background, educational goals, your work history and/or achievements.
- **Transcript:** You must submit a transcript with your application. The transcript CAN BE UNOFFICIAL, however, you MUST submit an OFFICIAL, SEALED TRANSCRIPT before your scholarship check will be sent to your school.
- **Letter of Acceptance:** FOR FIRST TIME APPLICANTS ONLY. Include a letter of acceptance from the school you wish to attend stating that you are accepted for enrollment.
- **Resume:** Please provide a recent resume with employment information and/or current activities, awards received, community involvement, etc.
- **Photo:** This is optional.
- **Descendant Database Form:** his form is only required to those who are *not* shareholders and if you have submitted before it is not needed. Please do state if already on file with OHSF.  
This can be found at our website: [www.oldharbornativecorp.com](http://www.oldharbornativecorp.com) or you can ask for it from our office

### **CONTINUING APPLICANTS (received funding from OHSF in the previous year) CHECKLIST:**

- **COMPLETED APPLICATION FORM:** You can write "same" if the information has not changed from your prior year's application. Don't forget to sign and date the last page of the application.
- **Essay:** Please update your 300-600 word essay about: you, your background, your educational goals, your work history and/or achievements. Please word this letter as a 'Statement of Purpose' letter.
- **Transcript:** Please submit a transcript with your application. The transcript CAN BE UNOFFICIAL, however, you MUST submit an OFFICIAL TRANSCRIPT before your scholarship check will be sent to your school.
- **Resume:** Please update your resume.
- **Photo:** This is optional.

### **FIRST TIME ADULT APPLICANTS (THOSE WHO HAVE BEEN OUT OF SCHOOL 4 OR MORE YEARS) PLEASE USE THE FOLLOWING CHECKLIST:**

- **COMPLETED APPLICATION FORM:** All questions and lines on the application must be FILLED OUT. If a question does not apply to you, please write "N/A" instead of leaving a blank. Don't forget to sign and date the last page of the application.
- **Documentation:** Please send a copy of your h.s. diploma or certificate(s) received, any documentation showing proof.
- **Essay:** Please submit a 300-600 word essay about you, your background, your educational goals, your work history and/or achievements. Please word the essay as a Statement of Purpose letter.
- **Letter of Acceptance:** FOR FIRST TIME APPLICANTS ONLY. Include a letter of acceptance from the school you wish to attend stating that you are accepted for enrollment.
- **Resume:** Please provide a recent resume with employment information and/or current activities, awards received, community involvement, etc.
- **Photo:** is optional

## AUTHORIZATION

I, \_\_\_\_\_, give my consent that the educational institution I am attending may release information to the Old Harbor Scholarship Foundation regarding my progress as a student now and beyond the period of my scholarship award. This information may include, but is not limited to: major, year of completion, grades, GPA, degree/certificate, seeking/received. I understand this information is a condition for receipt of scholarship funds. Any photos that I submit may be used by the Old Harbor Native Corporation or the OHSF for promotional purposes. My signature below also certifies that to the best of my knowledge the information given is true and correct. If any significant changes occur on any of the questions I have answered on this application, I will notify OHSF or I will risk having my scholarship forfeited. I have read, understood, and will abide by the guidelines and instructions above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## SOME TIPS!

The Old Harbor Scholarship Foundation review process is that each application is read through and scored based on an established scoring scale. Since OHSF scholarships are not need-based and completely merit-based, it is a good idea to make sure that you spend time on your essay (letter of application). Neatness of your application applies as well. Work to keep your GPA up. Also too, make sure that your application is complete and mailed in prior to the deadline. Here are the areas that the is scored when reading your application in order of importance:

- **GPA** - This is part of your scoring process
- **Letter of Application** - This is part of your scoring process
- **Letters of Recommendation** - These are part of the scoring process
- **Resume** - This will be part of the scoring process