

## VOCATIONAL/TECHNICAL SCHOLARSHIP GUIDELINES

### 1. Eligibility

Eligible students of the Richard H. Carle Jr. Memorial Scholarship Vocational Program are limited to the following group:

**Klawock Heenya Corporation shareholders**, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. – 1602(c)).

### 2. Scholarship Amount

- a) An eligible student attending a Vocational or correspondence institute to earn a certificate or degree can receive a scholarship in the amount of \$400.00 per month.
- b) An eligible student attending a GED Program can receive a scholarship in the amount of \$400.00 per passed GED test.

### 3. Prerequisite for receiving a scholarship

- a) The initial scholarship to a new applicant will be receipt and approval of a completed Richard H. Carle Jr. Memorial Vocational Scholarship application and proof of acceptance to the institution/program.
- b) GED applicants shall be 19 years of age and have exhausted all opportunities to get a High School Diploma.
- c) Subsequent scholarship to continuing applicants will be sent upon:
  - i. (i) Proof of enrollment in course which lead to a predetermined certificate/GED Class; and
  - ii. (ii) Proof from institution indicating the student is continuing enrollment on a month-to-month basis and that they are in good standings (grades). The monthly letter/form must be received by KHC before the monthly check will be sent to the student's financial aid office. This can be mailed, faxed or emailed back to Klawock Heenya Corporation. *You can use the attached sample.*
  - iii. For GED students: proof of that they passed all tests.

4. Payment of Scholarship
5. Scholarship awards will be mailed first class mail to the students address on the application, unless notified by the student. Note: address updates will not be taken over the phone.
6. Ineligibility for future scholarships
  - a) If a student drops out or does not finish a course, the student shall be ineligible to receive any further scholarship aid, provided, however, that the student may receive a waiver of this policy, if the student can demonstrate a valid reason to KHC pursuant to the procedure set forth in paragraph 6 or the program allows you to stop and resume the program.
  - b) Any person who owes Klawock Heenya Corporation money will not be eligible for scholarships.
7. Appeals of Scholarship denial to KHC

The Board will serve as a scholarship hearing committee and will hear appeals from students who are denied a scholarship grant from Klawock Heenya Corporation. When such and appeal from students is pending, the Board shall convene the scholarship hearing after adjournment of the next Board meeting, at which a quorum is present.

**To contact us:**

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**[www.klawockheenya.com](http://www.klawockheenya.com)**

Dear Klawock Heenya Corporation,

\_\_\_\_\_ is current enrolled in  
Students Name

\_\_\_\_\_ and taking classed for  
Institution Name

\_\_\_\_\_  
Program Name

This student has good attendance and a passing grade for the month of  
\_\_\_\_\_.

If you have any questions contact \_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date