

**Qizhjah Heritage Institute
801 B Street, Suite 401B
Anchorage, AK 99501
(907) 561-4487
(800) 478-4487 from within Alaska**

Scholarship Program
Application Guidelines and Procedures

Qizhjah Heritage Institute (QHI) is administering this Scholarship Program for the normal school year. Funding is made available from Kijik.

The **deadline** is the **last business day in May** for the applying school year. Your completed scholarship application packet must be received (*not postmarked*) by Kijik Corporation by the close of the last business day in May.

A. WHO MAY APPLY

1. Shareholders of Kijik and descendants of shareholders.
2. Students currently accepted to or enrolled in nationally or regionally accredited institutions of higher education or vocational schools. Students enrolled in non-accredited institutions or higher education may apply and may be considered under the “Special Fields” category.
3. Applications for full-time credit will receive preference, but less than full-time enrollment will be considered.
4. Recipients of QHI scholarship in previous years may reapply.
5. Applicants who already hold a degree or have vocational training may apply, but the Qizhjah Heritage Institute will give first priority to individuals who are seeking their first degree or who have no previous vocational training.

B. APPLICATION PROCEDURES

1. Each Kijik scholarship applicant must submit a completed application to be considered for a scholarship. A completed application includes the following items:
 - a. Scholarship Program Application
 - b. Essay
 - c. Current Resume
 - d. Most recent official high school or college transcript
 - e. Two Letters of recommendation (if new applicant)
 - f. Verification of shareholder or descendant of shareholder status
 - g. A copy of an acceptance letter from school in which you plan to attend (if new applicant)
2. It is highly recommended that you send your application to the Kijik Corporation Office “certified/return receipt” via US Postal Service and keep a copy for your records. This will be your documentation that the application was received by the deadline. **APPLICATIONS THAT ARE SENT VIA FAX MACHINES ARE NOT ACCEPTABLE.** Please do not submit your application in a spine binder, as several copies have to be made.
3. If you have any questions, call Kijik Office (907)561-4487.

D. REVIEW PROCESS

The Qizhjih Heritage Institute awards scholarships primarily on the basis of scholastic achievements; it also considers the applicant's character, leadership abilities, and educational goals.

Within each scholarship category, ranking will be based upon:

1. Cumulative Grade Point Average 40%
2. Essay & Resume 35%
3. Financial Need 20%
4. Letters of Recommendation 5%

Total Score 100%

E. DISBURSEMENT OF FUNDS

The scholarship funds will be disbursed to the recipient's school and may be used for registration, tuition, books, room and board or their reasonable expenses in conjunction with higher education which the Qizhjih Heritage Institute may determine as acceptable costs. Any funds not used by the recipient will be returned to Kijik Corporation.

F. SUCCESSFUL APPLICANT RESPONSIBILITIES

1. Maintain a minimum cumulative GPA of 2.0 or higher.
2. If the student fails to attend school the semester, quarter or term, the scholarship for that term is forfeited. (If so, please advise Kijik Corporation)

G. KIJIK'S RESPONSIBILITY

Kijik will make payment directly to the school, college, program or learning institution.

I. SCHOLARSHIP AMOUNT

No scholarship shall be less than \$250.

Qizhkeh Heritage Institute Scholarship Application Tips & Suggestions

- 1. Present a neat and complete scholarship application. Do not leave any portion of the application blank.** Remember, your application represents you to the selection committee!!
- 2. Submit your application well in advance of the deadline date.** Only COMPLETE applications will be considered to be fair to all applicants. It is your responsibility to make sure your application packet is complete. If you mail your application, send it "certified/return receipt".
- 4. Remember that your Essay is very important; combined with your resume, it is worth 35% of the grading criteria!!** This is your opportunity to personalize your application and convince the review committee to select you as a scholarship recipient. The committee will be looking for applicants who have strong career goals and the desire to succeed in their chosen field of study.

Include a summary of the following activities in your resume:

How you became interested in the field of study

Special circumstances that you want the selection committee to know (e.g. financial, academic performance, etc.)

Level of desire to work in the region or for the KIJIK/Subsidiary Companies

Other topics you might want to highlight are:

In School Activities (organization membership, offices held, etc.)

Out of School Activities (organization membership, offices held, etc.)

Community Service Activities

Honors and Awards

- 4. Give the people that you ask to write your letters of recommendation the appropriate information about yourself if they don't already have it.** (field of study, background, grade point average, etc.) Give them plenty of advance time to write the letters and ask for more than one copy (or make copies yourself) so that you can use them for more than one application, if necessary. **Please note that your letters of recommendation must be current and dated within one year.**

Other Suggestions

*Apply for scholarships from the college, university or technical school that you want to attend.

*Research other scholarships available through your local schools, Native organizations, village corporations, tribal councils and businesses in your community.

*Check out the scholarships available via "searches" on the internet

*You can research general scholarships or those offered in your field of study/interest.

QIZHJEH HERITAGE INSTITUTE SCHOLARSHIP APPLICATION CHECKLIST

If you are a 1st time Applicant, for the Qizhjah Heritage Institute Scholarship, the following documents are required:

- ___ Application
- ___ Essay
- ___ Proof of Application or Acceptance to the school you plan to attend
- ___ Most Recent OFFICIAL Transcripts
(Transcripts must be in an envelope sealed by your school's Registrar or Records Office in order to be an "official copy".)
- ___ Letters of Recommendation (one personal and one professional)
Do not include recommendations from immediate family members. Letters must be current; dated within 1 year.
- ___ Resume (Limit to one page)

If you received a scholarship from Qizhjah Heritage Institute before the following documents are required:

- ___ Application
- ___ Essay
- ___ Proof of Application or Acceptance to the school you plan to attend.
(IF IT IS NOT THE SAME SCHOOL YOU ATTENDED PREVIOUSLY)
- ___ Most Recent OFFICIAL Transcripts

Applications must be complete and received (not postmarked) by the Qizhjah Heritage Institute before the last business day in May of the applying school year.

Applications sent via fax machines are NOT acceptable because official transcripts are required and sometimes transmission problems occur.

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Scholarship Application

I am a former Qizhjah Heritage Institute Scholarship Recipient: ___Yes ___No Year _____

PERSONAL INFORMATION

Applicant _____ Social Security # _____
(Legal) Last Name, First M.I. (Provide Last 4 Digits Only)

Male ___ or Female ___ Student I.D. # _____

Date of Birth ___/___/___ Place of Birth _____

Permanent Mailing Address	Address while at School (if known)
_____	_____
_____	_____
_____	_____
<small>City State Zip Code</small>	<small>City State Zip Code</small>

Home#(____) _____ Cell#: (____) _____ Msg.#: (____) _____

Email address: _____ Are you currently employed? ___Yes ___No

Employer: _____

Kijik Shareholder or Descendant? ___Yes ___No

Descendant of: _____

SCHOOL INFORMATION

Name of Previous College Attended _____ Year _____
Name of Previous High School Attended _____ Year _____ GED _____

Name and Address of school you plan to attend	Address of the Financial Aid Office if different
_____	_____
_____	_____
_____	_____

Have you applied for Admission? ___Yes ___No Been Accepted? ___Yes ___No

Class Standing (For the upcoming Fall Semester):
Freshman ___ Sophomore ___ Junior ___ Senior Graduate ___ Other _____

Field of Study _____ Expected Graduation Date ___/___/___

Expected Degree:

2 Year Associate _____ 4 Year Bachelor's _____ Master's Doctorate _____ Other _____

Indicate the terms in which you plan to enroll: ___Fall ___Winter ___Spring ___Summer

Number of Credit Hours during each term: ___Fall ___Winter ___Spring ___Summer

STUDENT ACHIEVEMENTS

Current Term GPA _____ Cumulative GPA _____

I have attached an **official** transcript. ___Yes ___No

(Note: Transcripts must be in an envelope sealed by your school Registrar or Records Office in order to be considered an official copy.)

OR: I have requested that my most recent official transcripts be sent to the Qizhjah Heritage Institute. (In most cases, recent transcripts would include your final grades through the most recent Term).

___Yes ___No

I understand that official transcripts must be received by the deadline date in order for my application to be complete. Initial _____

**Qizhjah Heritage Institute Scholarship Application
Budget Forecast**

Sources of Financial Assistance

Personal Resources

Student Savings	\$ _____
Employment during the school year	\$ _____
Relatives Contribution (Parents/Spouse, etc.)	\$ _____
Tuition Waiver	\$ _____
Other (State Permanent Fund Div. Etc.)	\$ _____
Total Personal Resources	\$ _____

Financial Aid

Did you complete the FAFSA (Free Application for Federal Student Aid)? __Yes __No

You are strongly encouraged to complete the FAFSA; the results will determine if you are eligible for the Pell Grant and other available financial aid.

List all financial aid (loans, scholarships, grants, etc.) that you are applying for:

Name of scholarship/grant	Amount Applied for	Expected Date of Notification	Amount Received
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Amount of Financial Aid \$ _____

Total Personal Resources Available (from above) \$ _____

Total Financial Aid Received/Approved (from above) \$ _____

Total Amount of Funds Available \$ _____

**Qizhjah Heritage Institute Scholarship Application
Budget Forecast
(Continued)**

Estimated School Year Expenses

Tuition	\$ _____
Fees	\$ _____
Room/Rent	\$ _____
Meals/Food Expense	\$ _____
Books/Supplies	\$ _____
Clothing	\$ _____
Travel	\$ _____
Child Care	\$ _____
Miscellaneous	\$ _____
Total School Year Expenses	\$ _____

Financial Need

Total School Year Expenses (Carry forward from above)	\$ _____
Less:	
Total Amount of Funds Available (Carry forward from previous page)	\$ _____
Estimated Financial Need	\$ _____

I hereby attest that the information that I have provided and which is contained in this application is true, correct and complete.

I understand that this application does not commit the Qizhjah Heritage Institute to award an education scholarship to pay any costs incurred in the submission of this application. I also understand that the action taken by the Education Committee is final. I hereby authorize the release of any information or portion of this application by or to the Qizhjah Heritage Institute as is necessary to assist me in obtaining financial assistance. I also authorize the release of information or photo for promotional purposes for the Qizhjah Heritage Institute scholarship.

I understand that *official grade transcripts* must be received on or before the application deadline date.

I understand that my application must be complete and submitted by the deadline date to be considered by the selection committee.

I have read and understand the above statements and will abide by the conditions of the award, if approved.

Signature _____ Date _____