Qizhjeh Heritage Institute (QHI) is a 501(c)(3) Alaska Native non-profit entity with the mission to promote the health, safety and resiliency of Alaska Native and American Indian people and communities through education, communication, and a commitment to culture.

Mailing Address: Qizhjeh Heritage Institute 801 B Street, Suite 401B Anchorage, AK 99501

Office Phone: (907) 561-4487 or (800) 478-4487 from within Alaska

Email: info@kijikcorp.com

Through Kijik’s Non-profit organization, Qizhjeh Heritage Institute (QHI), Kijik shareholders and descendants are eligible to apply for scholarships to fund educational, post-secondary and vocational training opportunities. The Kijik Corporation Board of Directors’ Education Committee comprises the Governing Board of QHI and administers the Scholarship Program.

**The deadline is July 30th 2023.**

Your completed scholarship application packet must be received (not postmarked) by Kijik Corporation at 801 B Street, Suite 401B Anchorage AK 99501 by the close of the business day on July 30th 2023. 3. Applicants may submit their scholarship applications electronically via email. The email address to submit applications is: info@kijikcorp.com. Please use the applicants name and the words “2023 QHI Scholarship Application” in the subject line. It is highly recommended that the applicant call the Kijik office (please leave a message) to confirm the electronic submission was received. Application submitted via certified mail will continue to be accepted. Faxed applications are not accepted.

### 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 Qizhjeh Heritage Institute will give first priority to individuals who are seeking their first degree or who have no previous vocational training.

### 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:
     1. Scholarship Program Application
     2. Essay
     3. Current Resume
     4. Most recent official high school or college transcript
     5. Two Letters of recommendation (if new applicant)
     6. 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. Please do not submit your application in a spine binder, as several copies have to be made.
  3. Applicants may submit their scholarship applications electronically via email. The email address to submit applications is: [info@kijikcorp.com](mailto:info@kijikcorp.com). Please use the applicants name and the words “2023 QHI Scholarship Application” in the subject line. It is highly recommended that the applicant call the Kijik office (please leave a message) to confirm the electronic submission was received. Application submitted via certified mail will continue to be accepted.
  4. Applications that are sent via fax machines are not acceptable.
  5. If you have any questions, call Kijik Office (907)561-4487 or email info@kijikcorp.com.

### REVIEW PROCESS

The Qizhjeh 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%**

### 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 Qizhjeh Heritage Institute may determine as acceptable costs. Any funds not used by the recipient will be returned to Kijik Corporation.

### 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)

### KIJIK’S RESPONSIBILTY

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

### SCHOLARSHIP AMOUNT

No scholarship shall be less than $250.

**Qizhjeh 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”.
3. ***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.
4. ***Include a summary of the following activities in your resume*:**
   1. How you became interested in the field of study
   2. Special circumstances that you want the selection committee to know (e.g. financial, academic performance, etc.)
   3. Level of desire to work in the region or for the KIJIK/Subsidiary Companies
5. ***Other topics you might want to highlight are:***
   1. In School Activities (organization membership, offices held, etc.) Out of School Activities (organization membership, offices held, etc.) Community Service Activities
   2. Honors and Awards
6. ***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 90 days.

*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

# QIZHJEH HERITAGE INSTITUTE SCHOLARSHIP APPLICATION CHECKLIST

## If you are a 1st time Applicant, for the Qizhjeh 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” or emailed directly from the school to info@kijikcorp.com.)

Letters of Recommendation (one personal and one professional)

## Do not include recommendations from immediate family members. Letters must be current; dated within 90 days.

Resume (Limit to one page)

## If you received a scholarship from Qizhjeh 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 Qizhjeh Heritage Institute before 5pm AKT on July 30, 2023

**Applications sent via fax machines are NOT acceptable~~.~~**

**Scholarship Application**

I am a former Qizhjeh 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)

City State Zip Code City State Zip Code

Home#( )

Cell#: ( )

Msg.#: ( )

Email address: Employer:

Are you currently employed? Yes No

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 Qizhjeh 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**

**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 $

**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 Qizhjeh 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 Qizhjeh 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 Qizhjeh 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**