



**QIZHJEH HERITAGE INSTITUTE
SCHOLARSHIP PROGRAM
APPLICATION GUIDELINES AND PROCEDURES**

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 June 28, 2024 at 5:00 pm AKDT.

Your completed scholarship application packet must be received (not postmarked) by Kijik Corporation at 801 B Street, Suite 401B Anchorage AK 99501 by 5:00 pm AKDT on June 28th, 2024. 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 "2024 QHI Scholarship Application" in the subject line. It is highly recommended that the applicant calls 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.

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.



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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.

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. 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. Please use the applicants name and the words “2024 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.



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C. 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%

D. 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.

E. SUCCESSFUL APPLICANT RESPONSIBILITIES

5. Maintain a minimum cumulative GPA of 2.0 or higher.
6. 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)

F. KIJIK'S RESPONSIBILITY

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

G. SCHOLARSHIP AMOUNT

No scholarship shall be less than \$250.



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Qizhje 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:***
 - a. How you became interested in the field of study
 - b. Special circumstances that you want the selection committee to know (e.g. financial, academic performance, etc.)
 - c. Level of desire to work in the region or for the KIJIK/Subsidiary Companies
5. ***Other topics you might want to highlight are:***
 - a. In School Activities (organization membership, offices held, etc.) Out of School Activities (organization membership, offices held, etc.)
Community Service Activities
 - b. 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.



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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*



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**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 AKDT on June 28th, 2024

Applications sent via fax machines are NOT acceptable.



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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



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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 Qizhje 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 _____



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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 \$ _____



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**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 Qizhje 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 Qizhje 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 Qizhje 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.



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

Signature _____

Date _____