DOCUMENT CHECKLIST
APPLICATION FOR TRAINING AND EDUCATION ASSISTANCE

Please read before beginning application. Submit the following documents with your application. Check ☒ each box once you enclose the items.

Failure to provide a fully completed application form or the necessary documents will result in the return of your application.

FULL TIME POST SECONDARY STUDENTS- NWT SFA FUNDED

- ☐ *Application for Training and Education Assistance Plan*, **fully completed, signed and dated. (FORM A)**
- ☐ *Gwich'in Tribal Council Payment Authorization form (**FORM B**)*
- ☐ *Student Enrollment Form (**FORM D**) to be completed each semester*
- ☐ *Funding Letter (Student Financial Assistance (SFA) or other) if applicable*
- ☐ *Official Transcripts (to be submitted each semester- unofficial transcripts will not be accepted)*
- ☐ *Institution Letter (Program/Course acceptance letter)*
- ☐ *Updated Resume*

    Some courses may require as part of the application process:

- ☐ *Confirmation from an employer offering employment*
- ☐ *Informal phone interview with the Education and Training Staff*

FULL TIME POST SECONDARY STUDENTS- NOT FUNDED BY NWT SFA

- ☐ *Application for Training and Education Assistance Plan*, **fully completed, signed and dated. (FORM A)**
- ☐ *Gwich'in Tribal Council Payment Authorization form (**FORM B**)*
- ☐ *Confirmation of Post-Secondary Education Primary Funding Source (**FORM C**)*
- ☐ *Student Enrollment Form (**FORM D**) to be completed each semester*
- ☐ *Funding Letter if applicable*
- ☐ *Official Transcripts (to be submitted each semester- unofficial transcripts will not be accepted)*
- ☐ *Institution Letter (Program/Course acceptance letter)*
- ☐ *Updated Resume*

    Some courses may require as part of the application process:

- ☐ *Confirmation from an employer offering employment*
- ☐ *Informal phone interview with the Education and Training Staff*

SHORT COURSE TRAINING (GWICH'IN SETTLEMENT AREA RESIDENTS ONLY)

- ☐ *Application for Training and Education Assistance Plan*, **fully completed, signed and dated. (FORM A)**
- ☐ *Gwich'in Tribal Council Payment Authorization form (**FORM B**)*
- ☐ *Institution Letter (Program/Course acceptance letter)*
- ☐ *Updated Resume*
- ☐ **Upon Completion:** *copies of any certification received*

    Some courses may require as part of the application process:

- ☐ *Confirmation from an employer offering employment*
- ☐ *Informal phone interview with the Education and Training Staff*