

## **Training**

Policy: Training services are available to assist individuals in gaining skills and knowledge to obtain and retain employment. Training services must be directly linked to employment opportunities in which the participant resides or in another local area where the participant is willing to relocate. Participants must apply for all federal financial aid, state and campus based programs. Participants who do not apply will be considered ineligible. Late applications will be considered only upon the availability of funds. The award is based on the financial need and will have a cap of \$4,200 per term. The amount of assistance that a participant receives will be subject to the availability of funds. In some instances the total award may be less than the documented need. Payments will be made directly to the institution. No payments will be made to the participant as a reimbursement.

Procedure:

1. Participants are to meet with NP Program staff to determine skill level or qualifications to successfully participate in the selected program of training services prior to enrollment.
2. Participants must choose a technical/ vocational program from Native Pathways partners or the Eligible Training Provider System who have been in operation for 5 years or longer and are accredited institutions.
3. Participants requesting assistance for training costs must complete both a NP and Training application which may include all or some of the following:
  - Student aid report and financial needs analysis form (if available).
  - Latest transcript or highest degree
  - Class schedule/ Degree plan
  - Fee statement
  - Letter of acceptance (if applicable)
4. Once the training is complete, participants must bring proof of completion. If proof is not provided, participants will not be eligible for further service.

## **Incomplete Training**

Policy: Participant must maintain the course load based on what student was awarded. Participant is responsible for refunding the money for failure of completion, dropped or withdrawn courses. Exemptions will include justifiable conditions such as a death in the family, a verifiable family emergency, or medical condition. Participant must complete all of their enrolled courses in order to continue to receive funding.

Procedure:

1. Participant must notify Native Pathways in writing of the intent to withdraw or drop courses a minimum of 5 days after drop date and the reason behind such action.
2. If the participant withdraws or drops, they must resubmit a new Financial Needs Analysis Form, invoice, or balance, immediately.
3. If the new calculation submitted differs from the original calculation, student is responsible to repay the difference of such amount.