

ARCTIC EDUCATION FOUNDATION

FREQUENTLY ASKED QUESTIONS

Am I eligible for an AEF scholarship?

The Arctic Education Foundation has several areas of eligibility all of which you must satisfy in order to be determined eligible for an AEF scholarship award. They are:

- ✓ You must NOT be a spouse, ancestor, lineal descendant (by blood or adoption) or the spouse of a lineal descendant of any member of the Arctic Education Foundation Board of Directors
- ✓ You must be a member of at least ONE of the eligible classes of recipients:
 - A Northern Alaska Inupiat Native of at least ¼ blood quantum currently residing in the Arctic Slope Region; or
 - An original **1971** shareholder of the Arctic Slope Regional Corporation; or
 - A direct lineal descendant of an original **1971** shareholder of the Arctic Slope Regional Corporation
- ✓ You must have a high school diploma (or GED)
- ✓ You must be at least 17 years old
- ✓ You must be a United States citizen and a United States resident
- ✓ You must be accepted as a Post-secondary education student for either: (a) an undergraduate, graduate or professional degree through an accredited U.S. college or university; or (b) for technical or vocational training through a qualified U.S. vocational or technical institution or program (including qualified training programs sponsored by industry standard manufacturing firms such as Novell or Microsoft)

AEF determines if you meet eligibility requirements based on submitted documentation.

What paperwork must I submit to apply for a scholarship?

The paperwork requirements are different for *Initial (first time)* and *Renewal (Continuing) student* applicants.

INITIAL (NEW) APPLICANTS

If you have never applied for an AEF scholarship you are considered an INITIAL applicant. **You must complete all sections of the application packet** which includes:

- 1) Determination of Eligibility
- 2) Personal Information for Initial Application
- 3) AEF Scholarship Application
- 4) Need Sheet/Budget Forecast
- 5) Letter of Admission to the school
- 6) Latest transcript
- 7) Three letters of Recommendation
- 8) Personal Plan Letter

STUDENTS RE-APPLYING AFTER 2-YEARS OR MORE BREAK

If you are re-applying after two years or more absence, **you must re-submit all paperwork required** of initial applicants (see above list). All inactive files are archived after two years and put into storage and/or destroyed.

RENEWAL (CONTINUING) STUDENTS

You are considered a RENEWAL (CONTINUING) STUDENT if you have received an AEF scholarship the prior year and have all required initial paperwork on file. For subsequent academic years you only need to submit the:

- 1) **2-page AEF Scholarship Application**
- 2) **Need Sheet/Budget Forecast**
- 3) **Complete transcript**

CHANGES: Please write a quick note to us pointing out any changes to prior information. If you are transferring to another school we need the **Letter of Acceptance** from the new school. If you are changing your major, giving us this information may help us alert you to possible funding sources for students in your chosen field.

When should I apply?

To be considered for an AEF scholarship you have to get your AEF application in by the deadline date **prior** to start of classes. If classes start in October, you have to apply by the August 1 deadline. If summer classes start in April or May (even *late* May) you have to apply by the March 1 deadline, NOT June 1st.

*What is a **Need Sheet/Budget Forecast** and why do you require it?*

The *Need Sheet/Budget Forecast* is probably the most critical part of your AEF application. It is a form through which you authorize the Financial Aid Office at your school ("FAO") to give AEF any information about your expenses and other sources of funding for the current school year. AEF then uses this information to calculate the amount of your AEF scholarship.

AEF cannot process applications with self-entered budget information. You MUST get your FAO to fill out that form and send it to the AEF office. Your FAO bases its information on actual costs of your registered classes and best estimates on other usual costs. Also included on this Need Sheet is information on Other Sources of Funding that will help determine your actual financial need. Remember AEF's scholarship program is based on financial need so we require information on other sources of funding available to you. We do, however, try to displace loans as much as possible if loans are calculated as part of your Need Sheet/Budget Forecast information.

NOTE: More and more schools have computer systems which require the FAFSA (Free Application for Federal Student Aid) Student Aid Report be received and inputted *before* a Budget Forecast can be printed out for us. The Financial Aid computer program used in all University of Alaska schools is such a system. Make sure you complete your FAFSA early enough to allow time for the FAO to receive and input your Student Aid Report. If AEF receives a blank Need Sheet from the FAO (because you

have not done your FAFSA) we cannot process your application and you will not receive a scholarship.

How much do I get from AEF if I am eligible?

AEF processes scholarship applications under the assumption that the student is also pursuing other sources of funding because AEF cannot pay for all expenses. We are only one source of funding among many.

AEF scholarship is a *need-based* scholarship, which means that you must demonstrate that even with other sources of funding you are still in need of assistance to make it through the school year. In order to assist the greatest number of students, AEF limits the amount it gives out each year per student.

Please remember that the *LIMIT* is not a guaranteed amount. Scholarship award amount is based on consideration of established limits, other sources of funding and demonstrated need. If other sources of funding include loans, AEF does try to displace loans as much as possible under our guidelines.

For college students pursuing a four-year degree or for graduate students the maximum is \$6,000 per year determined by demonstrated need (\$3,000 per semester or \$2,000 per quarter). **CAUTION:** If you seek for and receive AEF assistance for summer courses you may find yourself either ineligible for fall scholarship because you have already reached the maximum AEF annual limit or that your AEF funding falls far short of your actual need.

For training students, the limit is \$2,500 per training term. If your training institution runs on two semesters per year, you would be eligible for up to \$5,000 for that year *determined by your demonstrated need.*

NOTE FOR APPLICANTS WHO ALSO RECEIVE SCHOLARSHIPS FROM ANCSA ENTITIES OTHER THAN ASRC: To maximize resources AEF reduces its scholarship award by the amount you **receive or are eligible to receive** from any other ANCSA Regional or Village Corporation foundation **or non-profit entity OUTSIDE** the Arctic Slope Region. This does not apply to scholarships received from a Village Corporation or non-profit entities within the Arctic Slope.

What expenses does AEF cover?

As with most scholarship providers, AEF has limits on what it can and cannot cover. Eligible expenses are: *tuition, fees, books/supplies, room/board.* However, in addition to the total annual maximum limit, there are limits on how much we can assist with books/supplies and off-campus room/board.

IRS considers room/board awards taxable income. Although AEF is not required to do so, as a courtesy to you AEF sends a letter each year to each student who received room and board assistance that calendar year. However, AEF strongly advises you to check with your or your parents' tax advisor to make sure you report any taxable income correctly.

ONLY FULLTIME OFF-CAMPUS STUDENTS ATTENDING SCHOOLS OUTSIDE THEIR AREA OF RESIDENCE WHO SUBMIT A COPY OF THEIR LEASE AGREEMENT AND FULLTIME ON-CAMPUS STUDENTS ARE ELIGIBLE FOR ROOM/BOARD ASSISTANCE. Even given that fact, as a fulltime student you *may*

possibly not receive any room/board assistance if we use up the semester or quarter limit paying for your tuition and fees.

In any case, you will need to seek other sources of funding for travel or personal expenses related to your schooling, as AEF guidelines do not allow for assistance for these expenses. PLEASE NOTE also that because AEF is an educational scholarship foundation dedicated to assisting eligible applicants prepare for the job market we cannot cover individual lessons in music, martial arts, etc. if they are primarily geared toward personal enhancement, not an employable skill.

NOTE: AEF does not assist with correspondence courses or audited courses. If you elect to take these types of courses you MUST pay for them yourself.

Correspondence courses, for purposes of AEF scholarships, are differentiated from audio or internet classes, which are interactive. If the school has a designation of "Qualified Educational Institution" under Title IV of the Education Act, we are required to treat students taking classes through telecommunications as students eligible for scholarship funding, if they are otherwise qualified. IRS guidelines do not allow for payment of correspondence courses even if the school through which you are taking these courses is accredited.

Only the courses you take for credit are considered under allowable expenses because they are designed to progress you toward your goal of a degree or certification. Satisfactory progress includes sufficient progress toward your goal of a degree or certificate. If you choose to make a change from a credited class to audit a class you must return the money AEF paid for that course before you can become re-eligible for AEF funding.

If I've already paid for my expenses on my own can you give me a refund?

AEF scholarships are need-based, meaning that you have to demonstrate that you need the AEF scholarship in order to pay the costs to attend the school. Under our guidelines we are prohibited from reimbursing you for the payment if you have already paid for the expenses. We are also prohibited from reimbursing you for expenses related to any prior semesters already attended.

This is why it is very important that you submit an application early giving yourself and AEF plenty of time to process any scholarships for which you are eligible.

Does AEF help fund summer courses?

Summer requests for either college or training assistance require a justification letter explaining why you are attending classes during the summer break. Only applications with acceptable justification will be approved for summer funding. Summer funding comes from leftover funds (refunds, voided checks, etc.) from the Fall and Spring funding cycle so is therefore limited.

If your summer classes start earlier than the summer application deadline date of June 1st, please submit your summer funding request by the *immediate prior deadline date* (March 1st - Spring quarter). Make sure you submit a justification letter with your summer application.

[If you are attending *training* that operates on a full-year non-academic calendar and summer has been included as part of your training schedule *and* included on your Need Sheet, you need not worry about having to re-apply separately for the summer.]

Why does AEF need my transcript?

Eligibility for AEF scholarship is contingent on maintaining a 2.0 or higher GPA. Additionally, eligibility for room and board assistance is contingent on maintaining fulltime status. This information is available from your transcript or progress report. Per AEF's guidelines, transcripts must be sent no less than once a year. AEF requires an official transcript with your fall application. Although official transcripts are still preferable, you may send a grade report for other terms.

It is each student's responsibility to make sure that a transcript or grade report is requested and sent to AEF. Due to confidentiality considerations only the student can request his or her transcripts/grades from the school. AEF will hold scholarship checks until the transcript or progress report for the immediate prior term is received at the AEF office. It is therefore in your best interest to get your grades to AEF as soon as possible after the completion of a term.

What happens if I don't get good grades?

If your grades fall below the 2.0 GPA standard AEF will give you a grace period of one semester or quarter to improve your GPA to 2.0 or higher. If your grades improve, very good! You'll be back on track for scholarships.

If your GPA does not improve up to the acceptable standard you will not be funded again until the following conditions are met.

- **You must carry** (i.e. fund) **a semester(s) on your own** (or with any other non-AEF funding), **AND**
- **improve your GPA to 2.0 or higher.**

There are some options available for AEF scholarship re-entry.

1. You can carry a *full-time* semester on your own. If you pull up your GPA to 2.0 or higher, you will be considered eligible again for **full-time** funding through AEF.
2. You can also carry a *part-time* semester on your own. If you pull up your GPA to 2.0 or higher, you will be considered eligible for **part-time** funding through AEF *even if you plan to attend fulltime.*
3. You can carry *two or more part-time* semesters on your own which, together, equal *full-time.* If you pull up your GPA to 2.0 or higher in *both (all) of those semesters*, you will be considered eligible again for **full-time** funding through AEF.

What happens if I drop a class?

Usually nothing...since we also fund part-time attendance. However, if you were awarded assistance with room and board (this includes meal allowances) from AEF you have the responsibility of maintaining and finishing the term as a **FULLTIME** student for the **full** quarter or semester in which you were awarded the scholarship. Therefore, do

not withdraw from classes such that you lose your fulltime student status **otherwise you will have to return (i.e. pay back) the room and board portion of your AEF scholarship before you are again eligible for AEF funding.**

What other assistance does AEF provide?

AEF contracts with the Arctic Slope Native Association (“ASNA”) to administer their education grants – BIA/HE, BIA/AVT and WIA (formerly JTPA). In 2002 some of the IRA Councils chose to handle their own Higher Education funding so please contact us to see where you need to apply in order to take advantage of these scholarship dollars.

Native vocational, technical, and academic students attending schools out-of-state may be eligible for *Contract Health* coverage for themselves *and their dependents* through the Alaska Native Medical Center (“ANMC”). To obtain this benefit you must fill out and submit an ANMC form directly to ANMC at the start of each school year to determine either your initial or continued eligibility. AEF has a brochure and other information available on this service. Please request this information from us if you feel you qualify.

Whenever possible, AEF provides information on other scholarships for which individual students may be eligible. AEF receives information on all sorts of scholarships geared toward assistance for students majoring in specific fields. We forward this to you only if we know what major you are pursuing, so please indicate that on your application.

We also have information on all types of colleges, universities, technical and vocational schools. This same information is usually available in any library but you are always welcome to come in and browse whenever you are here in Barrow!

If you have any other questions, please contact us at:

Toll Free (800) 770-2772
Phone 907-852-8633
Fax: (907) 852-2774