

Student: \_\_\_\_\_

New and Continuing Students – use this checklist of required items to insure you have a complete file.

Higher Education/Adult Vocational Training Scholarship Program application

- New Student – required at program start.
- Continuing Student** – *updated app required for each new academic year.*

Michigan Indian Tuition Waiver Program application

- New Student – required at program start.
- Continuing Student** – *updated app required if a change is made i.e. change schools/name, etc.*

Michigan Driver's License or State Identification, copy

- New Student – required at program start.

Tribal Identification, copy

- New Student – required at program start.

Social Security Card, copy

- New Student – required at program start.

High School Diploma, copy

- New Student – required at program start.

Educational Plan (sequence of classes needed to attain your degree, build with an advisor or counselor)

- New Student – required at program start.
- Continuing Student** – *updated plan required if a change is made i.e. change schools, programs.*

Official Schedule (summer semesters need prior approval)

- New Student – required at program start.
- Continuing Student** – *schedule required for each new semester.*

- Letter of Authorization Needed? – A letter submitted to the school requesting the student be allowed to charge books and non-tuition fees. The charged amount will be paid for by the GTB Higher Education Program on the student's behalf. That same amount will be deducted from the student's earned scholarship at the end of the semester when the student submits their Official or Unofficial Transcript and Account Summary. The student will then receive the difference between what they earn and the amount the Program paid on their behalf. **Students must let us know if they need one.** Students may also use FAFSA dollars to cover these items if they have applied and are approved for it.
- Official or Unofficial Transcripts – **All students must submit within the 4-week deadline after the semester ends.**
- Account Summary – **All students must submit within the 4-week deadline after the semester ends or earlier if balance is \$0.00.**

Please return all items to: GTB Higher Education, 845 Business Park Drive, Traverse City, MI 49686