

Student: _____

Higher Education Degree Seeking Students, new and continuing, use this checklist of required items to ensure you have a complete file. ***These items are required to remain eligible to receive a scholarship.**

BEFORE THE SEMESTER BEGINS:

Higher Education / Adult Vocational Training Scholarship Program Application

- ☐ All students - Required at program sign up.

Michigan Indian Tuition Waiver Program Application

- ☐ All students - Required at program sign up, **well** before the beginning of college start or if there is a name change or change in schools.

Michigan Driver's License or State of Michigan Identification, copy

- ☐ All Students – Required at program sign up.

Tribal Identification, copy

- ☐ All Students – Required at program sign up, **well** before the beginning of the semester. This ID must accompany the MITW application to the State of Michigan for processing.

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

- ☐ All Students – Required at program sign up or if a change is made i.e. change schools, programs.

Official Schedule (summer semesters require prior approval to be considered for a scholarship)

- ☐ All Students – Required prior to the beginning of the semester.

Letter of Authorization (Optional – Repayment Required)

- ☐ All Students – Must let us know if a Letter of Authorization (LOA) is requested and provide a class schedule containing the student's classes and student identification number.
- A Letter of Authorization is a temporary method to cover the cost of required books, supplies, and non-tuition student fees at the beginning of the semester. The amount expended on the student's behalf will be deducted from the student's earned scholarship at the end of the semester. *****Students may also use FAFSA dollars to cover these items if they have applied and are approved.***

AFTER THE SEMESTER ENDS:

- ☐ Official or Unofficial Transcript with GPA information – **must be submitted within the 8-week deadline.**

- ☐ Account Summary – After the semester ends, or earlier, if balance is \$0.00 - **must be submitted within the 8-week deadline.**

Please return all items to:

GTB Higher Education, 845 Business Park Drive, Traverse City, MI 49686

or

highereducation@gtb-nsn.gov