

CAPE FOX
SHAREHOLDER
TINÁA TRUST



Since 2019

Eugene Trout Scholarship

Academic year: 2022 – 2023 (September 2022 – August 2023)

- Policy and Guideline Statement
- Terms and Conditions
- Checklist
- Application Form

Application deadline: March 31, 2022.

Voc-tech application deadline: March 31, 2022, & August 15, 2022.

**Return applications to:
Cape Fox Shareholder Tináa Trust
P.O. Box 23149
Ketchikan, Alaska 99901**

Please direct any questions to CFC Shareholder Services via
Phone: (907) 225-5163, Fax: (907) 225-3137 or
Email: shareholderservices@capefoxcorp.com



Eugene Trout Scholarship

POLICY AND GUIDELINE STATEMENT

This policy and guideline statement has been approved by the Cape Fox Shareholder Tináa Trust (CFSTT) Board of Trustees and shall be implemented as a supplement to the Sealaska Heritage Institution (SHI) Scholarship Policy and Guidelines. The Eugene Trout Scholarship (ETS) awards academic scholarships for undergraduate, graduate, and vocational studies at accredited institutions based on the SHI Scholarship Policy and Guidelines and the following eligibility and guidelines:

1. Deadline:

Applications and all supporting documentation must be complete and postmarked by the deadline to be eligible.

- Complete Application Form must be received by CFC by March 31, 2022.
- Official Transcript must be received by CFC by March 31, 2022.

Note: CFC recommends that applicants request an Official Transcript immediately as they often take a week or more to obtain. More often, applicants are denied scholarships because CFC did not receive the transcript by the March 31, 2022 deadline.

2. Eligibility:

To qualify, individuals must meet the following criteria:

- Alaska Native as defined as “Native” under the Alaska Native Claims Settlement Act 43 U.S.C. 1602(b); and
- Enrolled to CFC, OR are Native lineal descendants of Alaska Natives enrolled to CFC, whether the applicant owns CFC stock or not; and
- Accepted and enrolled in an accredited post-secondary education institution; and
- Have a GPA of 2.0 for undergraduate and 3.0 for graduate.

3. Applicant Required Documents:

a. NEW ETS STUDENT

- Official Transcript must be received by CFC by March 31, 2022 (copies, course schedules, faxes, pictures, and unofficial transcripts will not be accepted); and

- Applicants who have not yet attended college must submit their official high school transcript and Grade Point Average (GPA), or GED test scores; and
- Photocopy of State-issued ID card; and
- Photocopy of your Certificate of Indian Blood from the Bureau of Indian Affairs, OR from the Central Council Tlingit & Haida Indian Tribes of Alaska showing your blood quantum; and
- Photocopy of CFC Shareholder ID card; and
- If you are a CFC Shareholder lineal descendant and do not have access to your lineal descendancy, you must provide a Signed Affidavit stating you are a lineal descendent of the proposed CFC Shareholder; and
- Photocopy of your birth certificate. If your grandparent is the CFC Shareholder, you will also need a photocopy of your parent's birth certificate. DO NOT SEND THE ORIGINAL (birth cards are NOT accepted); and
- Provide Proof of Enrollment in an accredited degree program as provided by the school. Applicants who have not yet attended college must submit an Admission Letter. There are two acceptable forms of Proof of Enrollment:
 1. Certificate of Enrollment Verification from the National Student Clearinghouse; and
 2. An official document provided by the Admissions Office stating the name of the school you are attending, that you are enrolled as a student for the 2022 term, term start and end dates, and enrollment status. This document must be on school letterhead, display a school seal or logo, and contain a signature and phone number of a representative from the Admissions Office.

b. CONTINUING ETS STUDENT

- Continuing college students, including those who previously attended college but are not currently attending, must submit their Official Transcript of all college coursework and cumulative GPA for the last completed school term; and
- Official Transcript must be received by CFC by March 31, 2022 (copies, course schedules, faxes, pictures, and unofficial transcript will not be accepted); and
- Proof of Enrollment in an accredited degree program as provided by the school. There are two acceptable forms of Proof of Enrollment:
 1. Certificate of Enrollment Verification from the National Student Clearinghouse; or
 2. An official document provided by the Admissions Office stating the name of the school you are attending, that you are enrolled as a student for the 2022 term, term start and end dates, and enrollment status. This document must be on school letterhead, display a school seal or logo, and contain a signature and phone number of a representative from the Admissions Office.

4. Renewal:

Each renewal is competitive, and recipients must reapply each year. Scholarship recipients are eligible for only one ETS award per year.

5. Selection and Award Criteria:

The ETS Program shall include the following categories:

a. FULL-TIME STUDENT at an accredited college or university:

- Must maintain a cumulative GPA of 2.0 or above as an entering or continuing student; and
- Provide Proof of Enrollment in an accredited degree program as provided by the school; and
- Provide student's financial budget forecast (financial needs and resources); and
- Enrolled full-time (taking a minimum of 12 credits); attending at least two terms during the academic year (September 2022 through August 2022); and
- Must meet the application deadline of March 31st of each academic year (includes the fall, winter, spring, and summer sessions). The application must be complete and postmarked by the deadline to be eligible.

b. PART-TIME STUDENT at an accredited college or university:

- Must maintain a cumulative GPA of 2.0 or above as an entering or continuing student; and
- Provide Proof of Enrollment in an accredited degree program as provided by the school; and
- Provide student's financial budget forecast (financial needs and resources); and
- Enrolled part-time (taking a minimum of 3 credits); attending at least one term during the academic year (September 2022 through August 2022); and
- The award is pro-rated depending on the number of credits taken; and
- Must meet the application deadline of March 31st of each academic year (includes fall, winter, spring, and summer sessions). The application must be complete and postmarked by the deadline to be eligible.

c. VOC-TECH SCHOLARSHIP is available to applicants interested in pursuing training that results in a certificate (usually no longer than two years) or a 2-year associate's program at a qualified institution (see the following definition). The certificate program should indicate that the trainee has completed a qualified program that prepares him/her to be employed in an entry-level skill position with limited supervision:

- Provide Proof of Enrollment in a qualified program or school; and
- Provide an outline of total costs; and

- The award shall be applied to the cost of the program (not including transportation costs) and shall not exceed \$2,500.00 per year; and
- Application deadlines for Voc-tech Scholarships are March 31st and August 15th of each year.

6. Selection Process

CFC administers one scholarship selection process for FULL TIME, PART-TIME, and VOC-TECH scholarships.

a. The ETS follows the procedures below:

- Applicants must adhere to all guidelines and submit a standard application. CFC must receive the application and all supporting documents by the deadline to be considered for award.
- Applications are reviewed and placed into consideration for the scholarships for which they meet the criteria.
- CFC Shareholder Services reviews the applications for their assigned scholarship fund using the ETS checklist.
- CFC Shareholder Services completes a resolution noting the recommendations of CFC Shareholder Services. Names of each applicant are purposely left out to help avoid the appearance of biased decision-making. The resolution must include:
 1. Number of applicants applied, including the number of applicants who met and did not meet the criteria on which the scholarship selection is based; and
 2. Number of applicants who met the criteria on which the scholarship selection is based; and
 3. The number of applicants who did not meet the criteria on which the scholarship selection is based.
- The resolution is submitted to the CFSTT Board of Trustees for approval.
- Once the resolution is approved, all applicants are notified via written notice of the decision of the CFSTT Board of Trustees.
- Additionally, scholarship recipients are notified via written notice of the amount of the scholarship, the purpose for which it should be used, and requirements that should be met to receive the award for the next term.
- ETS checks (which are issued out of the CFSTT) and notice of award are generally written within 30 days of the notification to the scholarship recipient and are made payable to the school with the student's name and date of birth included in the correspondence so that the correct student account is credited. Scholarships are to benefit the specific scholar only, and schools may not use the scholarship for other purposes, or the school must return the scholarship to CFC.

Definition of Qualified Institution: A qualified institution is that which has been nationally accredited or state-approved; has been successfully operating for at least one year; and has employment that is directly related to the student's training program.

Voc-tech courses, which are considered full-time, should include a minimum of 30 hours per week at a technical institute where shop or lab practice is an integral part of training. Where classroom instruction predominates, 25 hours per week is required. If the program is taught in a college environment, 12 credit hours or equivalent are required.



Eugene Trout Scholarship

TERMS AND CONDITIONS

1. Submission of Applications:

- a. I understand that to qualify for a scholarship; I must obtain and complete a current ETS application by March 31, 2022.
- b. I understand that applications cannot be completed after March 31, 2022, and incomplete applications will not be considered for a scholarship award (you are encouraged to save a copy of your application after it has been submitted).

- d. I further understand that I must reapply each year to be considered for the following academic year. Applications are available on January 1st each year; 1) on the CFC website at www.capefoxcorp.com; 2) on the CFC Shareholder Portal at www.MyCapeFox.com, and; 3) at the CFC Saxman office located at 2851 S. Tongass Ave., Ketchikan, AK 99901.

2. Scholarship Award:

- a. The award shall not exceed \$2,500.00 per year and is divided equally into trimester (3) or semester (2) payments.
- b. I understand that the scholarship award is for students who maintain at least a cumulative GPA of 2.0 for undergraduate and 3.0 for graduate.
- c. Students who fall below the required cumulative GPA will be placed on probation and given one term to return to 2.0 or 3.0, respectively, or a higher cumulative GPA.
- d. I understand that I must be enrolled in an accredited post-secondary educational institution, accredited by a national accreditation association or the regional accreditation association for the area where the school is located, which is recognized by the Secretary of Education of the United States Department of Education.

3. Grade Transcripts and Certificate of Completion:

- a. I understand that immediately upon completing each term or semester, I must submit an official copy of my grades/transcripts, which includes final grades and

the number of credits I will be attempting in the next term. Failure to do so will delay the award for the next term or denial of the next academic year scholarship payment.

- b. Upon completing my degree or vocational-technical certificate, I will submit a certificate of completion to CFC Shareholder Services.

4. Notification of Changes and Penalties:

- a. I understand that I am responsible for immediately notifying CFC Shareholder Services of any changes in school addresses or enrollment status.

5. Appeals:

- a. I understand that if I am denied a scholarship award and believe that I have grounds to appeal the process, I must submit a written appeal, by December 1st of the academic year in which the award is made, to CFC Shareholder Services, who shall respond in writing to the appeal.

6. Important Dates:

- a. Applications become available on January 1, 2022.
- b. Scholarship application/documentation deadline March 31, 2022.
- c. Voc-Tech application deadlines are March 31, 2022, and August 15, 2022.



Eugene Trout Scholarship

CHECKLIST

**The application deadline for submission is March 31, 2022.
Voc-tech applications are due March 31, 2022, & August 15, 2022.**

Please submit the following to be considered:

_____ 2. Last Official School Transcript

New student:

_____ 1. Admission Letter

_____ 2. Photocopy of State-issued ID card

_____ 3. Photocopy of Certificate of Indian Blood

_____ 4. Photocopy of CFC Shareholder ID card

_____ 5. Signed Affidavit from the proposed CFC Shareholder

If you are a CFC Shareholder lineal descendant and do not have access to your lineal decendancy, you must provide a Signed Affidavit stating you are a lineal descendant of the proposed CFC Shareholder.

_____ 6. Photocopy of Birth Certificate

If your grandparent is the proposed CFC Shareholder, you will also need a photocopy of your parent's birth certificate. DO NOT SEND THE ORIGINAL (birth cards are not accepted).

Continuing student:

_____ 1. Proof of Enrollment

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APPLICATION FORM

**The application deadline for submission is March 31, 2022.
Voc-tech applications are due March 31, 2022, & August 15, 2022.**

SECTION 1 – PERSONAL INFORMATION:

Name:	Date of Birth:
Social Security Number:	Mailing Address:
Phone:	Email:

SECTION 2 – COLLEGE/UNIVERSITY INFORMATION:

Campus ID Number:	Campus Financial Aid Department Mailing Address:
Campus Phone:	Campus Financial Aid Department Phone:

SECTION 3 – SHAREHOLDER & SHAREHOLDER DSCENDENT/ALASKA NATIVE INFORMATION:

1. Cape Fox Corporation Shareholder
2. Cape Fox Corporation Shareholder Lineal Descendent

If you check #2, please complete the following:

Name of Shareholder to whom you are a lineal descendent of: _____

Parent Grandparent Great Grandparent

SECTION 4 – ACADEMIC INFORMATION:

Name of Last School Attended: _____

Last Official Cumulative GPA: _____

SECTION 5 – ACADEMIC GOALS:

<u>Type of Degree you are Seeking:</u> <ul style="list-style-type: none"><input type="radio"/> Certificate<input type="radio"/> Associate<input type="radio"/> Bachelors<input type="radio"/> Masters<input type="radio"/> Doctorate	<u>Type of Term:</u> <ul style="list-style-type: none"><input type="radio"/> Quarter<input type="radio"/> Semester<input type="radio"/> Tri-Semester	<u>Class Standing for Academic:</u> Year: _____ <ul style="list-style-type: none"><input type="radio"/> Voc-tech<input type="radio"/> Freshman<input type="radio"/> Sophomore<input type="radio"/> Junior<input type="radio"/> Senior<input type="radio"/> Graduate (Year) 1 2 3 4 5
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Anticipated Major(s): _____ Expected Graduation Date: _____

NUMBER OF CREDITS PER TERM FOR ACADEMIC YEAR:

Fall Term Credits: _____ Winter Term Credits: _____
Spring Term Credits: _____ Summer Term Credits: _____

VOCATIONAL PROGRAM:

Description of Vocational Field: _____

Start Date: _____ Completion Date: _____ Total Weeks or Months: _____

SECTION 6 – BUDGET INFORMATION:

Tuition/Fees: \$	Books & Supplies: \$
Room & Board: \$	Transportation: \$
Childcare: \$	Personal: \$
Other: \$	Total: \$

SECTION 7 – SIGNATURE VERIFICATION:

VERIFICATION OF INFORMATION

I understand that if my application is postmarked after March 31, 2022, and does not include ALL of the outlined documentation, my application will not be considered for award.

I certify that information provided in this application is true and correct to the best of my knowledge. I understand that any misrepresentation or concealment of information will be sufficient grounds for rejection of this application or loss of the Eugene Trout Scholarship award.

I agree to abide by the Cape Fox Shareholder Tináa Trust Eugene Trout Scholarship Policy and Guideline Statement as well as the Terms and Conditions.

Signature: _____

Printed Name: _____ Date: _____

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OFFICE USE ONLY:

Date received:

Received by: