



Eugene Trout Scholarship

Academic year: 2023 - 2024 (September 2023 - August 2024)

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

Important Dates

Application available: **January 1, 2023**

Application deadline: **March 31, 2023**

Vocational studies application deadline: **March 31, 2023, & August 15, 2023**

Submit applications to Cape Fox Shareholder Tináa Trust:

In-person at:
165 Dog Salmon Lane
Ketchikan, AK 99901

By mail via USPS at:
PO Box 23149
Ketchikan, AK 99901

Please direct any questions to Shareholder Services:
Phone: (907) 225-5163 x427, Fax: (907) 225-3137 or
Email: shareholderservices@capefoxcorp.com



Eugene Trout Scholarship

POLICY AND GUIDELINE STATEMENT

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

1. Deadline:

Complete application and all required documents must be received and/or postmarked by the application deadline to be considered for a scholarship.

- Application deadline: March 31, 2023
- Vocational studies application deadline: March 31, 2023, & August 15, 2023

2. Eligibility:

To be eligible, applicants must meet the following criteria:

- Be a Beneficiary of the Trust ("Beneficiary"), OR are a lineal descendant of a Beneficiary whether the applicant is a Beneficiary or not; and
- Be accepted and enrolled in an accredited institution; and
- Have a cumulative Grade Point Average (GPA) of 2.0 or above for undergraduate and vocational studies and 3.0 or above for graduate.

3. Required Documents:

To be considered for a scholarship, applicants must submit the following required documents:

a. NEW APPLICANT

- Complete Application Form; and
- Last Official Transcript (copies, course schedules, faxes, pictures, and unofficial transcripts will not be accepted)¹; and
- Photocopy of State-Issued ID Card; and

¹ Applicants who have not yet attended an accredited institution must submit their official high school transcript and GPA, or General Educational Development test scores.

- Photocopy of Birth Certificate (DO NOT SEND THE ORIGINAL). Birth cards will not be accepted. If a grandparent is the Beneficiary, applicants must also submit a photocopy of their parent's birth certificate to prove lineal descendancy; and
- Signed Affidavit from the Beneficiary stating lineal descendancy if the lineal descendant does not have photocopies of birth certificates; and
- Admission Letter, Proof of Enrollment, or an equivalent official document (course schedules, pictures, and unofficial transcripts will not be accepted) from an accredited institution stating the institution's name, applicant enrollment status, and term start and end dates must be included. An official document must be on letterhead, display an official seal or logo, and contain a signature and phone number of a representative from the Admissions Office. A Certificate of Enrollment Verification from the National Student Clearinghouse is also an acceptable form of Proof of Enrollment.

b. CONTINUING APPLICANT

- Complete Application Form; and
- Last Official Transcript (copies, course schedules, faxes, pictures, and unofficial transcripts will not be accepted)²; and
- Proof of Enrollment or an equivalent official document (course schedules, pictures, and unofficial transcripts will not be accepted) from an accredited institution stating the institution's name, applicant enrollment status, and term start and end dates must be included. An official document must be on letterhead, display an official seal or logo, and contain a signature and phone number of a representative from the Admissions Office. A Certificate of Enrollment Verification from the National Student Clearinghouse is also an acceptable form of Proof of Enrollment.

Note: Applicants are recommended to request an Official Transcript immediately as they often take a week or more to obtain.

4. Scholarship Categories and Criteria:

Applicants will be placed into one of the following scholarship categories based on the following criteria:

a. FULL-TIME

- Cumulative GPA of 2.0 or above for undergraduate and 3.0 or above for graduate; and
- Taking a minimum of 12 credits for undergraduate and 6 credits for graduate.

² Continuing applicants, including those who previously attended an accredited institution but are not currently attending, must submit an Official Transcript including all coursework and a cumulative GPA for the last completed term.

b. PART-TIME

- Cumulative GPA of 2.0 or above for undergraduate and 3.0 or above for graduate; and
- Enrolled part-time and taking at least one class for both undergraduate and graduate.

c. VOCATIONAL STUDIES

- Pursuing training in a vocational studies program that results in a certificate of completion (usually no longer than two years) or a 2-year associate degree at an accredited institution, the institution must have been operating successfully for at least one year and has employment directly related to the training program. The certificate of completion must indicate the applicant completed proper training and gained the skills to be gainfully employed in an entry-level position with limited supervision; and
- Vocational studies, considered full-time, should include a minimum of 30 hours per week where shop or lab practice is an integral part of training. Where classroom instruction predominates, a minimum of 25 hours per week is required. If the program is taught in a college environment, a minimum of 12 credit hours or equivalent per week is required.

5. Selection Process:

The following selection process is used regardless of scholarship category:

- a. Applicants must adhere to all policies and guidelines and submit complete applications and all required documents by the application deadline to be considered for a scholarship.
- b. Applications are reviewed using the ETS checklist and placed into a scholarship category for which they meet the criteria.
- c. A resolution is drafted noting Shareholder Services recommendations for approval or denial of a scholarship for each applicant. Names of each applicant are purposely left out to help avoid the appearance of biased decision-making. The resolution must include the number of applicants who applied, including the number of applicants who met and did not meet ETS requirements.
- d. The resolution is submitted to the Trust Board of Trustees for approval or denial.
- e. Applicants are notified via written notice of the decision of the Board of Trustees.
- f. Scholarship recipients are notified via written notice of the amount of the scholarship, the purpose for which it should be used, and the requirements that should be met to receive the scholarship for the next term.
- g. Institutions are notified via written notice of the scholarship which includes the scholarship recipient's name and date of birth, the amount of the scholarship, and the purpose for which it should be used.
- h. Scholarship checks (which are issued out of the Trust) are made payable to the institution each scholarship recipient is attending.

- i. Institution notifications and scholarship checks are generally written within 60 days of the notification to the scholarship recipient and certified mailed directly to the institution each scholarship recipient is attending.

Definitions:

Accredited Institution: A postsecondary institution accredited by a national accreditation association or the regional accreditation association for the area where the institution is located, which is recognized by the Secretary of Education of the United States Department of Education.

6. Scholarship Award:

Scholarship recipients are eligible for only one scholarship per academic year, not to exceed \$2,500.00. Scholarships are awarded based on the scholarship category for which the scholarship recipient met the criteria:

a. FULL-TIME

- The scholarship is divided equally into semester (2) or trimester (3) payments; and
- The scholarship shall be applied to the cost of tuition and books. Any remaining funds shall be distributed to the scholarship recipient.

b. PART-TIME

- The scholarship is pro-rated based on the number of credits taken per class; and
- The scholarship is divided equally into semester (2) or trimester (3) payments; and
- The scholarship shall be applied to the cost of tuition and books. Any remaining funds shall be distributed to the scholarship recipient.

c. VOCATIONAL STUDIES

- The scholarship shall be applied to the cost of the training (not including transportation costs). Any remaining funds shall be distributed to the scholarship recipient.

Note: Scholarships are to benefit the scholarship recipients only, and institutions may not use the scholarships for any other purpose, or the institutions must return the scholarships.

7. Renewal:

Each renewal is competitive, and recipients must reapply each academic year.



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TERMS AND CONDITIONS

1. Submission of Applications:

- a. I understand that to be considered for a scholarship, I must submit a complete Application Form and all required documents by the application deadline.
- b. I understand that to be considered for a scholarship, my complete Application Form and all required documents must be received and/or postmarked by the application deadline.
- c. I understand that incomplete and/or late applications submitted and/or postmarked after the application deadline will not be considered for a scholarship.
- d. I understand that to be considered for a scholarship, I must obtain an Official Transcript in time for it to be submitted by the application deadline.
- e. I understand that copies, course schedules, faxes, pictures, and unofficial transcripts will not be accepted as an Official Transcript.
- f. I understand that course schedules, pictures, and unofficial transcripts will not be accepted as an Admission Letter or Proof of Enrollment.
- g. I understand that each renewal is competitive, and I must reapply each academic year to be considered for a scholarship.

2. Scholarship Award:

- a. I understand I am eligible for only one scholarship per academic year, not to exceed \$2,500.00.
- b. I understand that the scholarship is for recipients with a cumulative GPA of 2.0 or above for undergraduate and vocational studies and 3.0 or above for graduate. I further understand that if I fall below the required cumulative GPA, I will be placed on probation and given one term to return to 2.0 or 3.0, respectively.
- c. I understand that I must be enrolled in an accredited institution, accredited by a national accreditation association or the regional accreditation association for the area where the institution is located, which is recognized by the Secretary of Education of the United States Department of Education.

3. Official Transcripts and Certificate of Completion:

- a. I understand that immediately upon completing each term, I must submit an Official Transcript, including my final grades and the number of credits I will be attempting in the next term.
 - b. I understand that failure to submit my Official Transcript after completing each term will delay my scholarship for the next term or result in denial of my scholarship for the next academic year.
 - c. I understand that I will submit a certificate of completion or degree upon completing my program.
4. Notification of Changes and Penalties:
- a. I understand that I am responsible for immediately notifying Shareholder Services of any changes in personal or institutional information.
5. Appeals:
- a. I understand that if I am denied a scholarship and believe that I have grounds to appeal the selection process, I must submit a written appeal, by December 1st of the academic year the scholarship is made, to Shareholder Services, who shall respond in writing to the appeal.
6. Important Dates:
- Application available: January 1, 2023
 - Application deadline: March 31, 2023
 - Vocational studies application deadline: March 31, 2023, & August 15, 2023



Eugene Trout Scholarship

CHECKLIST

Complete application and all required documents must be received and/or postmarked by the application deadline to be considered for award.

Required Documents:

NEW APPLICANT

- Complete Application Form
- Last Official Transcript
- Photocopy of State-Issued ID Card
- Photocopy of Birth Certificate

DO NOT SEND THE ORIGINAL. Birth cards will not be accepted. If a grandparent is the Beneficiary, applicants must also submit a photocopy of their parent's birth certificate to prove lineal descendancy.

- Signed Affidavit from the Beneficiary
Lineal descendants of a Beneficiary who do not have photocopies of birth certificates must provide a Signed Affidavit from the Beneficiary stating lineal descendancy.
- Admission Letter, Proof of Enrollment, or an equivalent official document

CONTINUING APPLICANT

- Complete Application Form
- Last Official Transcript
- Admission Letter, Proof of Enrollment, or an equivalent official document

Submit applications to Cape Fox Shareholder Tináa Trust:

In-person at:
165 Dog Salmon Lane
Ketchikan, AK 99901

By mail via USPS at:
PO Box 23149
Ketchikan, AK 99901

Please direct any questions to Shareholder Services:
Phone: (907) 225-5163 x427, Fax 1(907) 225-3137, or
Email: shareholderservices@capefoxcorp.com



Eugene Trout Scholarship

APPLICATION FORM

Complete application and all required documents must be received and/or postmarked by the application deadline to be considered for award.

SECTION 1 - APPLICANT INFORMATION:

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

SECTION 2 - ACCREDITED INSTITUTION INFORMATION:

Name of Accredited Institution:	Campus Financial Aid Department Mailing Address:
Campus ID Number:	Campus Financial Aid Department Phone:

SECTION 3 - BENEFICIARY AND LINEAL DESCENDANT INFORMATION:

- Beneficiary
- Lineal Descendent of a Beneficiary*

**If you checked Lineal Descendent of a Beneficiary, complete the following:*

Name of Beneficiary 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> <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> <input type="radio"/> Quarter <input type="radio"/> Semester <input type="radio"/> Trimester	<u>Class Standing for Academic:</u> Year: _____ <input type="radio"/> Vocational studies <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 THE ACADEMIC YEAR:

Fall Term Credits: _____

Winter Term Credits: _____

Spring Term Credits: _____

Summer Term Credits: _____

VOCATIONAL STUDIES 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, 2023, and does not include ALL 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 any 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: _____

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

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

OFFICE USE ONLY:

Date received:

Received by: