



Adult Vocational Training Renewal Application

COMANCHE NATION



REQUIRED RENEWAL DOCUMENTS:

- Renewal Application
- Current Address Verification (if applicable)
- Official Transcript showing number of hours completed to date
- PELL Award Letter

If you are receiving a stipend: timesheets must be turned into the JP&T Specialist and approved by the Director of Higher Education before stipends or funding can be dispersed. A diploma/certificate of completion is required upon graduation.

Comanche Nation Higher Education
 P.O Box 908 Lawton, OK 73502
 Phone: 580-492-3363 Fax: 580-492-4017
 Email: highered@comanchenation.com

STUDENT INFORMATION:

PLEASE PRINT

Name: _____	Tribal # _____
Address: _____	SSN: _____
_____	Date of Birth: _____
Email: _____	Cell: _____

ACADEMIC INFORMATION:

PLEASE PRINT

Vocational/Technical Institution: _____ Program: _____

Beginning Date of Program: ____/____/____ Ending Date of Program: ____/____/____ Required Hours to Complete: _____

Hours Earned to Date: _____ Year and Month you expect to graduate: 20____ Month _____

Have you received assistance from the Comanche Nation Office of Higher Education? Yes No If yes, when? _____

Have you completed the Free Application for Federal Student Aid (FAFSA)? Yes No

Signature of Applicant

Date

Signature of JP&T Specialist

Date

HOUSEHOLD INFORMATION:

PLEASE PRINT

Single Married Separated Divorced Widowed Do you have proof of marital status? _____

Children residing in your household: Yes No Total under the age of 18 _____

List members of household or dependents (those you will be supporting during training):

NAME	RELATIONSHIP	AGE

PLEASE ANSWER THE FOLLOWING QUESTIONS IN DETAIL:

ANTICIPATED INCOME:

Income from Employment \$ _____

Income from Parent(s) \$ _____

Income from Spouse \$ _____

Child Support \$ _____

Scholarship \$ _____

Other (Please List) \$ _____

Head of Household-Name: _____

Occupation: _____

Spouse Name: _____

Occupation: _____

Signature of Applicant

Date

Signature of JP&T Specialist

Date

COMANCHE NATION
JP&T STATEMENT OF UNDERSTANDING

PLEASE READ CAREFULLY BEFORE SIGNING AND DATING THE BELOW CONTRACT:

I, _____ confirm that I have read the statements below and will abide by them if accepted as a student on the JP&T program.

I agree to abide by the rules and regulations of the school and JP&T program for attendance, personal behavior, grades and contract fulfillment. If I am absent or tardy, I understand that I will not be paid for those hours.

I agree to notify the Comanche Nation Higher Education of any change in address and will provide verification of said address. I understand that I must notify my counselors of any change in contact information, and will keep the Higher Education office updated on any changes. I also agree to notify the Higher Education office of any emergency that occurs at the training location or at home to prevent from being counted as absent without authorization/approval. I will notify my counselors if I must leave the training location. This is also to prevent any misunderstandings which may reflect on my standing in the JP&T program. If I must discontinue training, I agree and understand that I must notify the JP&T counselor and Director of Higher Education as well as the proper school officials.

I understand that if I am dismissed from the JP&T program for any unfavorable reason, such as poor grades, misconduct, excessive absences or tardiness, or any other conduct issue which will prevent the successful completion of my coursework, I will not be offered a second chance on the JP&T program. Furthermore, I understand that if I am placed on probation by the school/institution for any reason, I am also considered on probation by the JP&T program. If I am not in good standing by mid-trimester or mid-semester, I will be subject to termination from the JP&T program.

By accepting my application for the JP&T program and meeting all eligibility requirements, the Comanche Nation agrees to furnish financial assistance for school and living expenses **limited to maximum allowances under the JP&T maintenance guidelines.** Financial assistance will be provided during my training period as long as I observe the rules and guidelines and maintain an acceptable satisfactory GPA of a 2.0.

Lastly, I agree to provide a copy of my certification of completion/diploma upon graduation (as required by the funding agency).

I have read and fully understand the Job Placement and Training Statement of Understanding. I agree that no financial maintenance will be provided until the Director of Higher Education has certified my application and I receive an award letter.

PRIVACY STATEMENT: *The Family educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g: 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to recipients that receive Federal funding for educational purposes. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. In accordance with this, the Comanche Nation Higher Education department will only discuss student information with the student applying for assistance.*

Signature of Applicant

Date

Signature of JP&T Specialist

Date