



# Adult Vocational Training Renewal Application

## COMANCHE NATION HIGHER EDUCATION



### **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 payments can be dispersed.**

A diploma/certificate of completion is required upon graduation.  
Please send to:

Comanche Nation Higher Education  
P.O Box 908 Lawton, OK 73502  
Phone: 580-492-3363 Fax: 580-492-4017  
Email: [highered@comanchenation.com](mailto: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: \_\_\_\_\_ Anticipated Graduation Date: Month \_\_\_\_ 20 \_\_\_\_  
 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

\_\_\_\_\_  
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 AND dependents (those you will be supporting during training):

NAME	RELATIONSHIP	AGE

**ANTICIPATED INCOME:**

**Income from Employment**      \$ \_\_\_\_\_

**Income from Parent(s)**      \$ \_\_\_\_\_

**Income from Spouse**      \$ \_\_\_\_\_

**Child Support**      \$ \_\_\_\_\_

**Scholarship**      \$ \_\_\_\_\_

**Other (Please List)**      \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of JP&T Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

**COMANCHE NATION HIGHER EDUCATION  
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**

\_\_\_\_\_  
**Signature of Director**

\_\_\_\_\_  
**Date**