



WRANGELL COOPERATIVE ASSOCIATION

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JOB PLACEMENT AND TRAINING AWARD RECIPIENT RESPONSIBILITIES

AWARD PAYMENT

To receive your award, before your second semester or quarter semester, you must submit to the Wrangell Cooperative Association the following:

- 1) An OFFICIAL TRANSCRIPT of your grades mailed from your school.
- 2) A school copy of the classes you will be enrolled in the next semester/quarter.
- 3) A letter written by you explaining how you are currently doing in school and your expectations you hope to achieve the next semester/quarter.

Once all three documents are received, a check in the amount of your scholarship will be mailed directly to your school.

PROBATION

If the recipient fails to maintain a 2.25 GPA in any given quarter he/she will be immediately put on probation.

If the recipient has a GPA lower than a 2.25 two consecutive quarters /semester and has made no attempts to get tutorial help, raise his/her GPA, all funds from Wrangell Cooperative Association will be discontinued immediately.

The recipient has two quarters or one semester to raise the overall GPA to 2.25, or he/she will no longer receive funds from Wrangell Cooperative Association.

The recipient must send Wrangell Cooperative Association an **OFFICIAL TRANSCRIPT** from the Institution to verify that he/she is in good standing with a GPA of 2.25 or higher.

All correspondence and pertinent information pertaining to the recipient's probation will be kept in his/her personal file.

WITHDRAWAL FROM INSTITUTION

The applicant will be required to pay back any portion of the scholarship award he/she receives if, without mitigating circumstances, fails to enroll, withdraws or is expelled before the completion of a term.

Within ten days of the applicant's failure to enroll or withdrawal or expulsion, the applicant will be required to submit to the Wrangell Cooperative Association:

- The date of applicant's failure to enroll, withdrawal, or expulsion;
- A written statement from the applicant with supporting documentation stating reasons for a failure to enroll or withdrawal;
- A copy of the applicant's request to the institution that all remaining scholarship award funds be returned to Wrangell Cooperative Association.

The Wrangell Cooperative Association administering the program will notify the applicant in writing for arrangements to pay the balance of funds based upon the Job Placement and Training Student Agreement between the applicant and Wrangell Cooperative Association or grant a waiver from repayment based upon mitigating circumstances.

APPEAL PROCESS

The applicant may appeal the decisions of Wrangell Cooperative Association and any Bureau of Indian Affairs official by following the procedures in 25 CFR part 2. Appeals from Administrative Actions.