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Sitka Tribe of Alaska

Administrative Policy & Procedures

Scholarship Regulations

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01.01 Purpose

The purpose of the Sitka Tribe of Alaska (STA) Scholarship Regulations is to guide STA staff who are administering and reviewing scholarship applications. For staff-reviewed scholarship programs (CH, YA, and DE), this procedure governs the application, award, and distribution of scholarship funds. For committee reviewed scholarship programs (HE and CTE), this procedure governs the role of staff in making recommendations to the Committee, and other matters of application ,award, and distribution of scholarship funds.

This procedure will be developed and revised as necessary by staff tasked with scholarship administration and approved by the STA's General Manager (GM). Such procedures will strive for fair distribution of scholarship funds while minimizing application barriers and administrative workload.

02.01 Authority

Under Article VII, Section 1(f) of the STA Constitution, Tribal Council has the authority to direct Tribal officials to administer the affairs of the Tribe. Tribal Council authorized the GM to establish procedures for the application for, award of, and distribution of scholarships in the Scholarship Ordinance.

03.01 Definitions

Staff-reviewed scholarship program: any STA scholarship program that is not reviewed by the Education Committee, as stated in the Scholarship Ordinance. At time of writing, the staff-reviewed scholarship programs are: Cultural Heritage (CH), Youth Activities (YA), and Dual Credit (DC) Scholarship. The Higher Education (HE) and Career & Technical Education Scholarships are reviewed by the Education Committee.

For all other definitions, see the Scholarship Ordinance.

04.01 Application and Award Criteria for Each STA Program:

The Application and Award Criteria for STA Scholarship Programs are as follows:

	Higher Education*	Career & Technical Education	Cultural Heritage	Youth Activities Scholarship	Dual Enrollment
Application Requirements					
Goal Statement	X	X			
Budget	X				
Tribal Enrollment Verification	X	X			X
Information Release	X	X			X
Photo Release	Optional	Optional			
Official Transcripts	High School and any post secondary school	High School and any post secondary or vocational school			
Proof of acceptance to program	College/university acceptance letter	Vocational school acceptance letter	Copy of course description or registration; information about the learning experience	Copy of invoice from vendor/organization/school	Dual Credit Scholarship Student Agreement
Financial documents	Financial aid award letter or package from the college; student aid report from FAFSA (if applicable)	Financial aid award letter or package from the institution; student aid report from FAFSA (if applicable)			
Deadline	To fund full academic year: April 1 To renew scholarship for full academic year:	Rolling basis. Must be submitted 30 days prior to training start date.	Rolling basis. Priority given to applications submitted at least 10 business days prior to the	Rolling basis. Must be received prior to the end of the activity for	Rolling basis. Should be submitted 30 days prior to the start of the semester.

	May 1 For partial funding of academic year: October 1		beginning of the activity.	which funding is requested.	
Award Criteria					
Notification date	30 – 60 days after receipt of completed application	10-30 after receipt of completed application.	10 days after receipt of completed application.	10 days after receipt of completed application.	Within one week of application deadline.
Maximum Award Per Year	$3,000 (undergrad or grad)	$3,000	$500	$200	Funding for one 4-credit course per term
Maximum Lifetime Award	$15,000 (undergrad) $9,000 (grad)	24 months of funding; 36 months if registered nurse program	None.	None.	$1500 over 4 years.

* Renewals of the Higher Education Scholarship will require the same documentation as first-time applications.

05.01 Post-Award Requirements

a. HE and Dual Credit Scholarships

In order to receive funding in a timely manner, HE and Dual Credit scholarship recipients must:

1. Accept the scholarship award and confirm the recipient's mailing address at the beginning of each term.
2. At the end of each term, submit report cards verifying that the student made academic progress to the STA Scholarship Administrator.
3. Apply for scholarship renewal by the posted deadline each year.
4. If a student transfers to a different educational institution, complete the Transfer of Scholarship Form.
5. Inform STA of any changes to enrollment.

6. Submit proof of program completion to STA.

1. Dual Credit Scholarship: Academic Probation, Scholarship Suspension, and Reinstatement

Higher Education and Dual Credit scholarship recipients must meet minimum academic requirements. For HE academic requirements, see the Scholarship Ordinance. The minimum academic requirement for the Dual Credit Scholarship is to maintain a 2.0 non-cumulative grade point average (GPA) in both their high school and UAS courses.

- Students who do meet minimum academic requirements in a term will be placed on academic probation.
- A student on academic probation has one academic term to meet minimum academic requirements, at which point they will be removed from probation.
- If the student does not meet minimum academic requirements while on probation, their scholarship will be suspended.
- Students may be eligible for scholarship reinstatement once they meet minimum academic requirements and submit a Scholarship Renewal Application.
- A new scholarship application must be submitted if, after having their scholarship suspended, the student enrolls in a new program of study, transfers schools, or more than one year elapses.

Students will be notified by e-mail when they are placed on or removed from academic probation and when a scholarship is suspended or reinstated.

b. Career & Technical Education Scholarships

In order to receive funding in a timely manner, CTE scholarship recipients must:

1. Accept the scholarship award and confirm the recipient's mailing address at the beginning of the program or term;
2. If a student transfers to a different educational institution, complete the Transfer of Scholarship Form.
3. Inform STA of any changes to enrollment.
4. Submit proof of program completion to STA.

c. Cultural Heritage Scholarships:

In order to be considered for future CH scholarships, CH scholarship recipients must submit a photo or a reflection from the activity to scholarship.applicant@sitkatribe-nsn.gov.

06.01 Reviewing Applications

After an applicant submits their application for one of the staff-reviewed scholarship programs, the appropriate staff member in the Cultural and Academic Resources (CAR) Department will review the application for completeness and send it to the CAR Department Director for final approval.

Applications may be denied for several reasons, including but not limited to:

- Incompleteness (including missed deadlines)
- Ineligibility
- Lack of financial need
- Poor fit (i.e., the activity the applicant wants funded does not fit the purpose of the STA Scholarship Program)
- Lack of STA funding (applications are reviewed on a first-come first-served basis)

07.01 Distribution of Awards

Payments will only be made directly to the institution or organization where the student is enrolled; payments will not be made to individuals.

08.01 Student Privacy

Scholarship applications submitted by adults will not be discussed with parents, spouses, or other individuals who are not employed by STA and assigned to scholarship administration without explicit written consent of the student.

09.01 Exceptions to Regulations

Exceptions to procedures may be made by the GM upon staff recommendation. Consideration of exceptions must be guided by the principle of providing maximum benefit and minimum burden to Tribal Citizens, while ensuring fairness. Care must be taken to avoid the appearance of, or actual, impropriety, including an inequitable distribution of funds, personal favoritism, or nepotism. Attention must be paid to the impact of the precedent set by making exceptions. Conditions may be attached to exceptions; for example, the GM may accept an incomplete application on condition that the file is complete prior to disbursement of funds.

10.01 Effective Date

These Regulations and any subsequent amendments shall become effective immediately after the following conditions are met: the GM has approved the Regulations and the Education Committee has received a memo summarizing the changes to the regulations as an FYI at a regularly scheduled Education Committee meeting.

Approved:

Rob Allen (May 1, 2026 13:33:39 AKDT)

Rob Allen, General Manager

05/01/2026

Date

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