

ADULT EDUCATION ASSISTANCE

Nuiqsut will provide opportunities for adults to acquire new skills and knowledge to complete general education requirements for a high school diploma or GED equivalency.

Nuiqsut will assist young adults ages 16 years and older that are currently not attending school to obtain high school education credits either through traditional coursework or by completing GED requirements.

Nuiqsut may also provide tutoring and instruction for those who wish to improve their way of life through acquiring more knowledge. The goal is to provide an opportunity for adults to acquire education, skills, and knowledge to enhance employment opportunities. Courses, seminars, and tutoring may be provided, depending on needs--personal finance, developing personal history statements (what do you want to do for work?), filling out job applications, and self-improvement to enhance upward mobility to improve competitiveness in seeking employment may also be offered as assistance.

Only students who meet all eligibility requirements will be considered for funding.

The Council may approve or deny training applications based on limited funds and will notify each applicant if funding is not available.

Students may refer to the appeals process if they disagree with a funding decision.

Appeals are only considered for denials based on eligibility criteria. Appeals are not considered in cases where funding is no longer available.

PROCEDURES

Using the *Application for Adult Education Assistance* form, Nuiqsut will provide an application for services.

Nuiqsut will assist the applicant in completing the application, identifying needs and costs, and making copies of documents, ensuring that attachments are included with the application and maintained in the client file.

RECORDKEEPING AND REPORTING REQUIREMENTS

The Tribal Administrator is responsible for keeping all files in a locked filing cabinet and safe from unauthorized scrutiny. Uniformity of records is necessary and required. The following records will be maintained by Nuiqsut:

- Dates applicant started training, dropped out of training, or completed training.
- Individual job training client file records folder including all documents such as copies of checks, application, plan, etc.

- Job placement activities immediately following training and other accomplishments for trainee graduates.

The Tribal Administrator is responsible for the preparation and timely submission of all reports required for a 93-638 contract. For the adult education, the following will be required:

1. Quarterly reports which are due January 15, April 15, and July 15.
2. Annual report due by November 15.

REVISIONS TO ADULT EDUCATION POLICY AND/OR PROCEDURES

Revisions to policies and procedures shall be periodically reviewed as seen fit by the Tribal Administrator, President, or Tribal Council. Policies shall be amended as appropriate and shall be adopted by majority vote of the Council at a duly convened Council meeting with input from the Tribal Administrator and Business Manager.

Vernon Bennett	June 17, 2025
President, Nuiqsut Tribal Council	Adopted on this day at a duly convened meeting of the Tribal Council.