



Tips on applying to UBTech

- ✓ All Student will need to submit the following required documents:
 1. Ute Tribal UBTech Application
 2. Signed Policy and Procedures Form
 3. Consent to Release Form
 4. Signed Policy and Procedures for stipend Form.
 - a. Eligibility: Full-time Student (30+hrs/wk)
 - b. Tribal Employees are not eligible
 5. Copy of High School Diploma-Transcript or G.E.D. with test scores
 6. Official Certified Indian Blood (Vital Statistics tribal building)
 7. B.I.A. GRANT FOR NON-TRIBAL: OFFICIAL C.I.B., DENIED LETTER FROM TRIBE.
- ✓ Stop in at UBTech to get information on starting dates/schedule on the class you're interested in taking.
- ✓ You may fax or Email (as listed below) or bring to the education office, all required documents. Higher Education Office will then process your tuition, program, and book fees. This may take one-day to process, please submit earlier in the day. Check with the register located at the front office- for approval from tribe, and to registered for that class.
- ✓ Remember the Education Department cares about you and your educational needs. If you have any questions, please feel free to contact me at korins@utetribes.com or (435) 725-4083

Ute Tribe Higher Education Office

P.O. Box 744

Fort Duchesne, UT 84026

Phone: (435) 722-2331

Fax: (435) 722-0811



Ute Indian Tribe Education Department
 Higher Education Office
 P.O. Box 744
 Fort Duchesne, UT 84026
 435-725-4083 * 435-722-0811 (fax)

UBTech Program Policy and Procedure

I. GENERAL INFORMATION:

- a. All training under the program must not exceed 24-months (two-year). **Students needing to take related courses (math or reading) will be given no less than TWO (2) months to get this completed.** With the exception to those enrolled in the Licensed Practical Nurse (LPN) program, which may not exceed thirty-six (36) months or three (3) years. Unless approved by the Education Board.
- b. Any student who decided to change programs will follow under the Twenty-four (24) month or two-year limitation. For example: if a student attends (12) months in the CAD Program and changes to Building Trades Program, they will have the remaining (12) months to complete the Building Trades Program, not the full (24) months to complete the program.
- c. Any student who completes a training program, may not apply to enter another program within a twelve (12) month period. Unless authorized by the Education Board, with written justification from the student.
- d. A student file will be maintained on each applicant receiving Higher Ed. or BIA/AVT funding. This file shall be kept confidential and available only to authorized personnel (in accordance with the privacy act of 1974). Authorized personnel shall constitute as: Higher Ed. Counselor Aide, Education Director, Finance Manager and Education Board Members.

II. STUDENT REQUIREMENTS:

- a. Applicants are required to register with UBTech and provide the pre-registration form to the Higher Ed. Office for funding authorization.
- b. All students will be required to attend every class session and **successfully pass all courses.** Obey the ten (10) day EXIT rule with UBTECH: which states that any enrolled student who misses more than ten (10) days will automatically be withdrawn from the class/program. Students will need to get authorization to re-enroll from the Higher Education Office.
- c. All students will be required to apply for Federal Student Aid through the school and any other available scholarship through UBTech.
- d. Progress/Grades report shall be turned in once a month or when requested by the higher education Office.
- e. All students who complete a single course or program will be required to provide a copy of their certificates to the Higher Ed. Office. No other authorizations will be approved until such certificates have been turned into the office.
- f. Students will be required to notify the Higher Ed. /AVT office within Forty-Eight (48) hours after the student has officially withdrawn from the AVT Program. If student didn't notify the Higher Education Dept. that they dropped/withdrawn: when the student re-enrolls they will be required to bring in a copy of their hours of attendance every week for that month, should the student continue to miss days, they will be suspended from the program for 2-years.

- g. All students are required to take the Full Assessment Test at UBTECH. A copy of the test must be given to the Higher Ed. Office before any authorization is given.
- h. The applicant must provide a copy of his/her high school diploma with transcript or GED with test scores to the Higher Ed. Office before any authorization is given. You may fill out a transcript request. If you don't have one available.
- i. A copy of his/her Official Certified Indian Blood (CIB) certificate given to the Higher Ed. Office before any authorizations is given.

III. **DISCIPLINARY ACTIONS:**

- a. **Any student not attending regular hours/or have passing grades and not progressing in a timely manner, will be placed on probation for one (1) month. After the month, if the student has not brought up their grades or attendance, they will be suspended from our program for two (2) years. During this time, the student may need to find another sponsor to help pay for their tuition and books.**
- b. Any books/supplies damaged, lost or requiring replacement will be the responsibility of the student to either make payment arrangements with the Ute Tribe Higher Ed. Office, replace the books/supplies at the student's expense or purchase a second (2) book/supply on their own.

Please be aware, that the Higher Education-BIA Grant Programs are contracted through Bureau of Indian Affairs and there are some requirements that cannot be appealed due to the condition of the grant.

I, the undersigned hereby agree to complete the specified program/classes satisfactorily, if for any reason I do not complete them, I will be responsible for any charges/payments due to the UBTech. Furthermore, I understand that any funds are to be utilized for the specific purpose approved by the Higher Ed. Office.

Print Student's Name

Student's Signature

Date

Office Use



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UBTech Program Application

Must include the following: UBTech Application (6 pages) FAFSA-SAR Letter of Results Certified Indian Blood (CIB)
Copy of High School diploma or Official High School Transcript/GED Test Score

PERSONAL INFORMATION:

Name: _____ Previous Names (s): _____

Address: _____ City/State: _____ Zip: _____

Phone Number: _____ DOB: ____/____/____ Email Address: _____

Enrolled member of the Ute Indian Tribe Applicant's FB#: _____

OR

Descendant of an enrolled member of the Ute Indian Tribe and Enrolled in Federally Recognized Tribe
(Must attach Letter from student's Tribe denying tribal and BIA funding.)

Applicant's Tribe: _____ FB#: _____

Ute Descendant of: _____ FB#: _____

Are you currently working: Yes _____ No _____ Full time _____ Part time _____

Where are you employed at: _____ Phone #: _____

Name of supervisor/title: _____ Supervisor's Initials: _____

SCHOOL INFORMATION:

Have you ever attended UBTech before? Yes _____ No _____ If yes: What Year? _____

List all UBTech Certificates completed: _____

What program are you enrolling in? _____

Are you sponsored by either of these entities: Work force services _____ Rehabilitation _____ Other _____

If so, name of contact person _____ Phone # _____

List any colleges/universities/technical schools attended in the past, include: Name, Address, Year Attended & Credits

I hereby certify that the answers I have provided on this application are true and correct. I understand that providing false information on this application may result in suspension from the program. I agree to comply with all rules and regulations that are written in the UIT Higher Education & BIA/AVT Grant: UBTech Policy & Procedures. If for any reason I do not comply with these rules and regulations, I hereby agree to accept the consequences that are given by either the Education Board and/or Higher Ed. Office. I authorize the release of all academic records and information, such as: Midterm reports, final grades and transcripts, to be released from any school previously attended/currently attending to the Ute Tribe Higher Education Office.

Student's Signature

Date

For Office Use Only

Approved: _____ Denied: _____

Higher Ed. Coordinator Signature: _____ Date: _____



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Uintah Basin Technology (UBTech) Student Agreement

THIS AGREEMENT made this _____ day of _____, 20____

Between _____ (First Party) And The Ute Indian Tribe Education
Department/High Education Office (Second Party).

Student's Full Name

Witnesseth: That in consideration of the mutual covenants and agreements to be kept and performed on the part of said parties hereto, respectively as herein stated:

I. Said party of the first part covenants and agrees that it shall:

1. Student will be required to attend every class session-40 hours every two weeks is considering part time.
2. Student placed on probation will need to submit their timesheet into the Higher Education Office every week, for the first month.
3. Student must successfully pass all courses in a timely manner. A progress report will be requested by the Higher Education Counselor.
4. Student that are doing the CDL course and Heavy Equipment course, with such high cost tuition and fee, student will be required to attend every day and complete it a timely manner. If the student doesn't complete the course, the higher education will require the student to pay back the tuition to the Ute Tribe Higher Education Office. This course will be paid only one-time.
5. Students that receive tools for the Automotive or Heavy Diesel courses, will be responsible for all tools, if any tools are misplaced the student will have to reimburse the amount paid for tools to Ute Tribe Education Dept.

REMINDER: Any tools bought by the Ute Education Dept. are the property of the Ute Indian Tribe, and they are not to be sold or borrowed to anyone.

II. And said party of the second part covenants and agrees that it shall:

1. Check on student's progress and attendance
2. Make sure tuition and fee are paid, for students to complete their course of study.

III. Other terms to be observed by and between the parties:

1. Should the student fail to complete this agreement; they will be suspended from the Higher Education program for a period of 2-years. And will not get any type of assistance from the Higher Education Office.

REMINDER: Any tools bought by the Ute Education Dept. are the property of the Ute Indian Tribe, and they are not to be sold or borrowed to anyone. Upon successful completion of the program the student may petition the Ute Tribe Education Department to purchase the tools at a discounted price. Failure to complete the program, the student will need to return ALL TOOLS PURCHASED to the Ute Indian Tribe Education Department. If the tools are not returned, student will be responsible for paying the full amount of the tools, equaling up to \$4,000.00.

_____ Please initial that you have read the tool disclaimer above.

This agreement shall be binding upon the parties. This agreement shall be enforced under the Ute Tribe Higher Education Department. This is the entire agreement.

First Party Signature: _____ Date: _____

Higher Education Counselor: _____ Date: _____



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Office Use

Not Eligible for Stipend

UBTech Program Stipend Policy

Dear Student:

The Ute Tribe Education Dept. has a program that will allow a stipend to students in a program and are attending **full-time** at UBTech. Students should attend school for 3-weeks before a stipend will be given.

STUDENT'S OBLIGATIONS

- Must be a full-time student.
- Maintain hours of a full-time student per week to receive a stipend, student with less than will not receive a stipend.
- Must be enrolled in a program- minimum of 250 hours. (*pending Ed. Board approval*)
- Attendance report shall be handed in every two (2) weeks. You will be given a calendar.
- Stipend checks shall be issued to students every two-weeks, only if the attendance report has been submitted by the student.
- We will pay for two-weeks only; there will be **no back pay**.
- All students must **complete courses** that they enrolled in.
- All students must be making adequate progress in their classes.
- Students that are full time worker of the Ute Indian Tribe will not be eligible for the stipend.
- Students are required to notify the UIT Higher Education Office within **48 hours** in the following case: Student withdrawal or drops from school.

***Reminder: Any student who withdraws, drops or continues to miss more than ten (10) days will be placed on probation for one (1) year. This means that the student may continue to attend UBTech, but if they do not complete the probation for any reason, they will be suspended from receiving funds from the UIT Higher Education Office for two (2) years.**

All students must take the Full Assessment Test; make an appointment in the Career Center at UBTech.

Should you have any question please contact the UIT Higher Education Coordinator by email or phone korins@utetribes.com, (435)725-4086 or (435)823-1165.

I understand and agree with the UBTech Program's Stipend Policy.

Student's Name: _____

Student's Signature: _____ Date: _____



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**UBTech Program
CONSENT TO RELEASE INFORMATION**

STUDENT INFORMATION

Name: _____

Student ID: _____ D.O.B. ____/____/____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

SCHOOL INFORMATION

Name: UINTAH BASIN TECHNOLOGY - UBTech

Address: 1100 EAST LAGOON STREET (124-5), ROOSEVELT, UT 84066

Phone: 435-722-4523

I, _____, authorize the release of any academic information or records midterm reports, final grades, class schedules, transcripts/or G.E.D. test scores and any other financial information, to be released from the school named on this form to:

**Ute Tribe Higher Education Office
P.O. Box 744
Fort Duchesne, UT 84026
Phone (435) 725-4083 Fax (435) 722-0811**

Student's Signature

Date