



# SCHOLARSHIP RESOURCE HANDBOOK



DOYON  
FOUNDATION



# DOYON

## FOUNDATION

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# SCHOLARSHIP OVERVIEW

## SCHOLARSHIP TYPES

Doyon Foundation offers four scholarships including the competitive, full- and part-time, Level Up and Kickstart scholarship programs.

### COMPETITIVE

- Awards are up to \$11,000 depending on class standing.
- Awarded once per year.

### PART-TIME AND FULL-TIME

- \$1,600 for part-time students and \$2,400 for full-time students.
- Available three times per year.

### LEVEL UP


- Doyon Foundation will pay the actual cost of the course or program, not to exceed \$3,000.
- Students may apply year-round for funding.
- Students eligible to receive once per academic year.
- This is funded on a first-come, first-served basis.
- Can pay for LSAT, MCAT, GRE, GMAT and other required testing.

### KICKSTART

- High school students are eligible to receive this award as long as their school district does not pay for advanced placement classes.
- High school students may apply year-round for funding.
- Doyon Foundation will pay the actual cost of the course or program, not to exceed \$400.
- This is funded on a first-come, first-served basis.


## SCHOLARSHIP DEADLINES

Competitive, full- and part-time award applications must be received online by:




**MARCH  
15**

**Full- and part-time awards for summer semester**




**MAY  
15**

**Full- and part-time awards for fall semester and competitive awards for the next academic year**



**NOVEMBER  
15**

**Full- and part-time awards for spring semester**



**YEAR-  
ROUND**

**Level Up and Kickstart applications**

Level Up and Kickstart scholarship applications are accepted year-round.

Please read the detailed requirements for each scholarship starting on page 6.

Students must submit an application for each semester they wish to receive funding; this applies to full-time, part-time and competitive award recipients. Supporting materials, such as proof of academic enrollment, class schedule, letters of recommendation and unofficial transcripts may be submitted online via the scholarship portal, emailed to [scholarships@doyon.com](mailto:scholarships@doyon.com), or postmarked by the appropriate scholarship deadline.

Students who apply and are not selected to receive a competitive award will automatically be awarded a full- or part-time award if all criteria are met. Students do not need to submit separate online applications for the competitive and full-time and part-time awards.

## SCHOLARSHIP ELIGIBILITY

To be eligible for these programs, applicants must:

1 Be enrolled to Doyon, Limited or be the child of an original enrollee. Enrollees are defined as stockholders holding class A, B, C or D shares. Individuals who are enrolled in more than one regional corporation are eligible if their first enrollment was with Doyon, Limited. Gifted or inherited shares do not qualify an individual for scholarship eligibility. If the student is a child of an original shareholder, an original birth certificate (BC) is required for verification. Once the original BC is received, a copy is made and it is immediately returned. Students can also send a certified (notarized) copy.

2 For competitive, full- and part-time award applicants: Be accepted to an accredited college, university, technical or vocational school, and be in a program that lasts at least six weeks or 120 hours. Students who have not been accepted by May 15 should submit a verification letter from the school stating they have applied.

Competitive recipients must be attending college full time **THROUGHOUT** the academic year (fall and spring semesters). If full-time status is not met at any time throughout the academic year, the scholarship will be terminated and the student may be required to pay back the scholarship.

3 For Level Up scholarship applicants: Be in a course or program that is less than 120 hours and less than one year; applicants cannot be enrolled in a degree program.



**It is the student's responsibility to contact Doyon Foundation to ensure his/her application is complete and submitted by the appropriate deadlines.**

4 For Kickstart applicants: High school students are eligible to receive this award as long as their school district does not pay for advanced placement classes.

5 Maintain the following cumulative grade point average (GPA):

- Undergraduates: 2.00
- Graduate or Master's: 3.00
- Specialists or Doctorates: 3.25

If a new student applies with a GPA below these criteria, the student will immediately be placed on Second Chance status for the first funding period. If a returning student's GPA falls below these criteria during any funding period, the student will be placed on Second Chance status. If the student fails to increase his/her cumulative GPA to the minimum level during the Second Chance period, sequential funding will be canceled and the student must successfully complete a semester on his/her own before reapplying for funding.

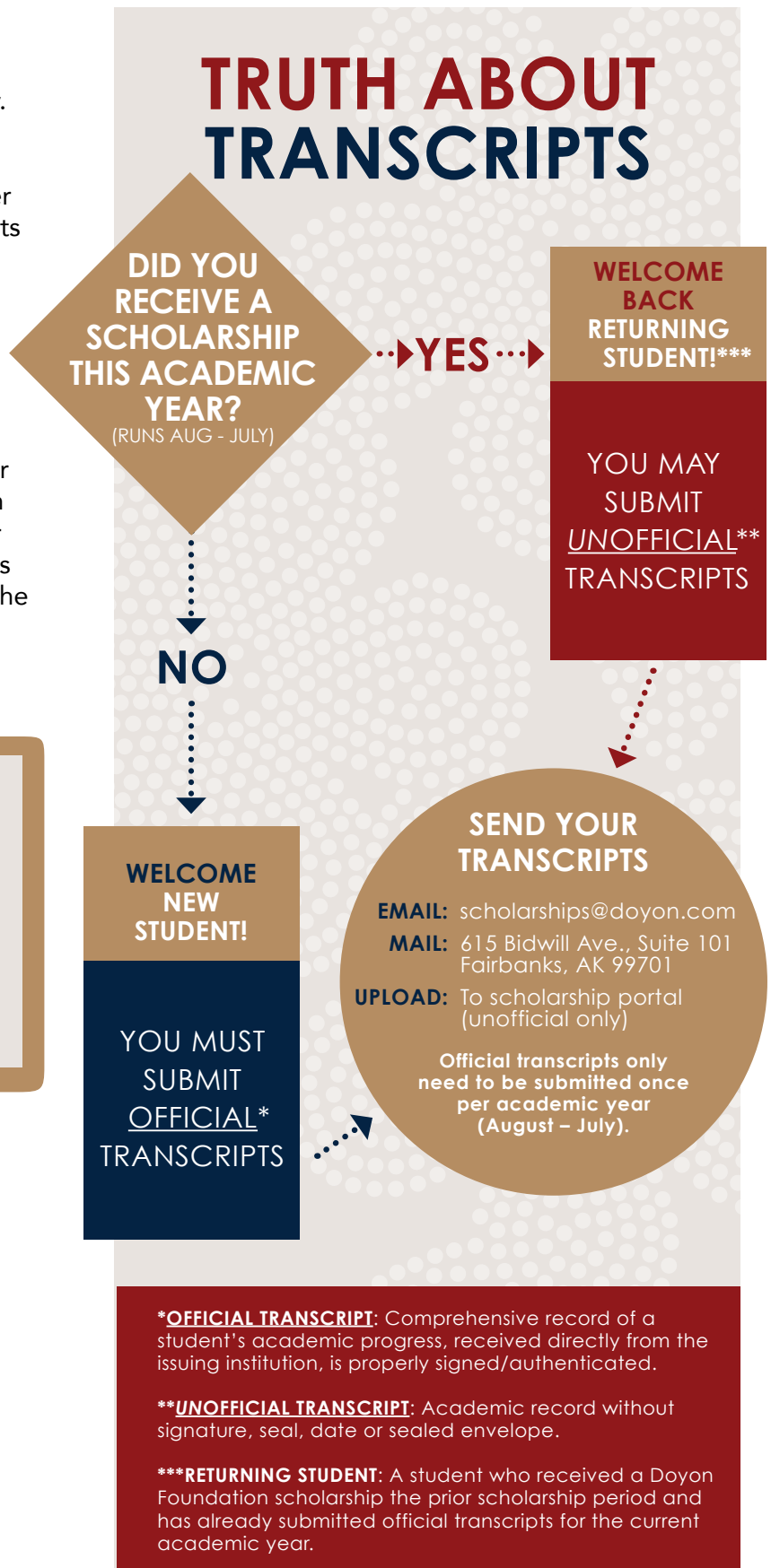
6 Have a high school diploma or GED (except for the Kickstart scholarship).

## TRANSCRIPTS

Official transcripts must be submitted the first time a student applies for a scholarship in an academic year, which runs August through July. For example, if the student applies in the fall, he or she must submit official transcripts. If the same student reapplies in the spring or summer of that same academic year, unofficial transcripts will be accepted.

Returning students are students who received a scholarship the prior scholarship period. The Foundation understands that sometimes grades/transcripts are not available until after the scholarship application deadline. In this case, returning students should submit all other application materials by the deadline, and then submit transcripts immediately after grades for the semester/term are available. The transcripts must show grades for the semester/term that the student received a scholarship for.

**Doyon Foundation  
does not accept scholarship  
materials via fax.  
Applications are only  
accepted online.**





# SCHOLARSHIP POLICIES

Please carefully review the scholarship policies below, and contact Doyon Foundation with any questions about the requirements.

**FAILURE TO ATTEND/DROP OUT:** If a recipient fails to attend the educational institution outlined in their application, or drops out before completion of a semester beyond institution's drop deadline, Doyon Foundation will require that the scholarship be returned in full, either by institution, the recipient or a combination thereof.

If the recipient fails to return the scholarship to Doyon Foundation, the student will be placed on Second Chance status the next attending term. (When a student is placed on Second Chance status, they will not be eligible for a scholarship the following semester.)

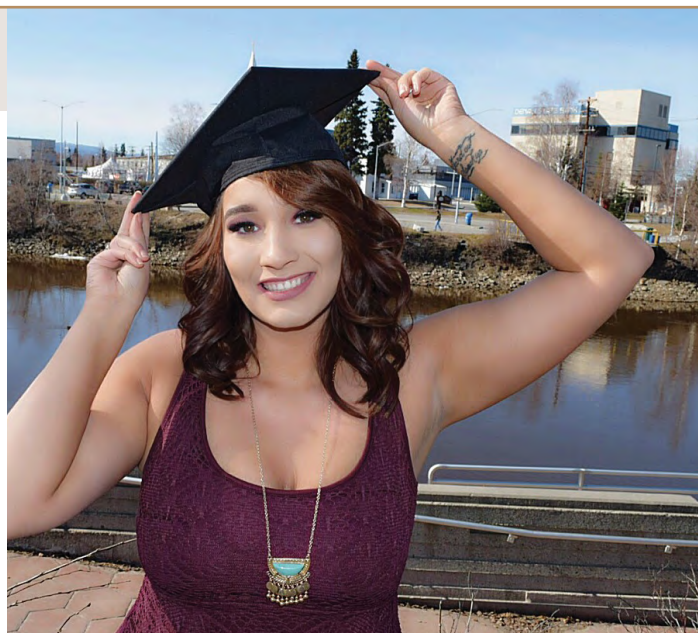
If Doyon Foundation is not notified beforehand by the student that they will not be attending or that they are withdrawing, student will be placed on Second Chance status the next attending term.

**CHANGE IN FULL-TIME/PART-TIME STATUS:** After award letters are issued, scholarship recipients will have two weeks to notify Doyon Foundation of a change in their full-time or part-time status. If notification of credit load change is made by the educational institution and not the scholarship recipient, student will be placed on Second Chance status for the next attending term.

## **COMPETITIVE AWARD RECIPIENTS NOT ELIGIBLE FOR SECOND SEMESTER:**

If at any time during a year in which a student has received a competitive award the student does not meet the agreed-upon criteria in the scholarship guidelines and in their signed Conditions of Acceptance form, Doyon Foundation will require that the scholarship be returned in full, either by the institution, the recipient or a combination thereof. If the scholarship is not returned in full, student will not be considered for future competitive awards.

**SECOND CHANCE STATUS CAP:** If a student is placed on Second Chance status more than three times in their academic career, future applications will not be considered.



**MISUSE OF FUNDS:** If a recipient misuses or attempts to misuse scholarship funds, Doyon Foundation will require the funds be returned in full, either by the institution, the recipient or a combination thereof. If the recipient fails to return funds to Doyon Foundation, future applications will not be considered and any current award approved for the recipient will be withheld. In the case of fraud or criminal act, the scholarship committee may decline to consider any new scholarship applications, even if the scholarship recipient repaid the misused funds in full. The scholarship committee will determine improper use of funds on a case-by-case basis.

## **STUDENTS WHO DROP DUE TO HARDSHIP:**

Waivers may be issued for students who have experienced exceptional or extraordinary circumstances "beyond the student's control" that result in the failure to satisfy scholarship requirements and where there is a reasonable expectation that the student will meet these requirements in the future. Exceptional or extraordinary circumstances may include, but are not limited to, a death or illness in the family or personal illness. A letter explaining the circumstance must be submitted to the Doyon Foundation executive director for approval. Supporting documentation, such as an obituary, letter from doctor or counselor, statement from advisor, etc., will be required.

# HELPFUL DEFINITIONS

## FULL-TIME

Students must be enrolled in 12 or more credits. Graduate students must be enrolled in 9 or more credits.

## PART-TIME

Students must be enrolled in 3 to 11 credits. Graduate students must be enrolled in 2 to 8 credits.

## LEVEL UP SCHOLARSHIP STUDENTS

Those enrolled in a non-degree-seeking course or program that is less than 120 hours and less than a year. It can also be used to pay for LSAT, MCAT, GRE, GMAT and other required testing. Level Up students may apply for only one such award per year. Level Up students must complete a separate application and submit the required materials.

## KICKSTART SCHOLARSHIP STUDENTS

High school students enrolled in a course or program where they receive credit. Kickstart students must complete a separate application and submit the required materials.

## UNDERGRADUATE STUDENTS

Those enrolled in a four-year minimum bachelor's degree program.

## RETURNING STUDENTS

Students who received a Doyon Foundation scholarship the prior scholarship period.

## GRADUATE STUDENTS

Those enrolled in any degree program upon completion of their bachelor's degree (i.e., master's, JD, MD or PhD).

## OFFICIAL TRANSCRIPT

A transcript received directly from the issuing institution (whether on paper and still in the envelope or a certified electronic copy) that is properly signed/authenticated. A transcript is a comprehensive record of a student's academic progress, including transfer courses, credit earned by exam, and earned degrees. The student's name appears on his/her transcript as it appears on his/her university record. Official transcripts include the university seal and the signature of the registrar. When an official transcript is required, copies are not accepted.

Students new to higher education may submit official high school transcripts or official GED scores.

For vocational students, official progress reports are required.

Official transcripts must be submitted the first time a student applies for a scholarship in an academic year, which runs August through July. Unofficial transcripts are acceptable for subsequent applications during the same academic year.

## UNOFFICIAL TRANSCRIPT

An unofficial transcript is the student's academic record without signature, seal, date or sealed envelope. There is usually no fee.

## PROOF OF ACADEMIC ENROLLMENT

May include a copy of letter of acceptance, enrollment verification letter, National Student Clearinghouse enrollment verification, AND class schedule for semester applying for.

## LEVEL UP SCHOLARSHIPS



### DEADLINES

Level Up students may apply year-round for funding. This is funded on a first-come, first-served basis.



### AMOUNTS

Doyon Foundation will pay the actual cost of the non-degree-seeking course or program, not to exceed \$3,000. It can also be used to pay for LSAT, MCAT, GRE, GMAT and other required testing. Students may receive only one such award per academic year.

### APPLICATION REQUIREMENTS

Applicants must submit:

- 1 A complete Level Up scholarship online application form, available at [www.doyonfoundation.com](http://www.doyonfoundation.com).
- 2 Proof of academic enrollment (i.e., copy of letter of acceptance or enrollment verification letter and description of training/class showing cost of the class) from the school he/she will be attending.
- 3 Transcripts\* from the last school attended (university, college or vocational school) are required with each application.

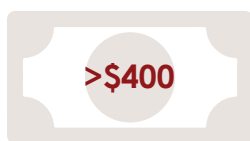
*\* Students new to higher education must submit their most current senior-level official transcript or original GED scores.*

## KICKSTART SCHOLARSHIPS



### DEADLINES

High school students may apply year-round for funding. This is funded on a first-come, first-served basis.



### AMOUNTS

Doyon Foundation will pay the actual cost of the course or program, not to exceed \$400.

### APPLICATION REQUIREMENTS

Applicants must submit:

- 1 A complete Kickstart scholarship online application form, available at [www.doyonfoundation.com](http://www.doyonfoundation.com).
- 2 Proof of academic enrollment (i.e., class schedule for semester applying for) from the school he/she will be attending.
- 3 Current high school transcripts.



# FULL- AND PART-TIME AWARDS

## DEADLINES

Full- and part-time award applications must be submitted on or before the following deadlines:



For summer  
semester  
funding



For fall  
semester  
funding



For spring  
semester  
funding



## TYPES AND AMOUNTS

Applicants applying for the Doyon Foundation full- or part-time award may be attending school either part-time or full-time. Awards are \$1,600 for part-time students and \$2,400 for full-time students per semester. These scholarships are awarded on a semester basis, and are awarded on a first-come, first-served basis.

## APPLICATION REQUIREMENTS

Applicants must submit:

- 1 A complete scholarship online application form, available at [www.doyonfoundation.com](http://www.doyonfoundation.com).
- 2 Proof of academic enrollment\* (i.e., copy of letter of acceptance or enrollment verification letter AND class schedule for semester applying for) from the school he/she will be attending; this must show student's field of study.
- 3 Transcripts\*\* from the last school attended (university, college or vocational school) are required with each application. Official transcripts are required once per academic year. If the student is returning for another semester within the same academic year (runs August – July) and has already submitted official transcripts, he or she may submit unofficial transcripts.

*\* Requirements for proof of academic enrollment: First-time scholarship applicants must provide an acceptance letter from their institution showing their expected degree and field of study and a course schedule when it comes available. Returning applicants must provide a class schedule for each semester a scholarship is applied for.*

*\*\* Students new to higher education must submit their most current senior-level official transcript or original GED scores.*

Students must submit an application for each semester they wish to receive funding – spring, summer and fall.

# COMPETITIVE AWARDS

Students applying for the Doyon Foundation competitive award must be attending school full-time and must re-apply each year. If full-time status is not met at any time throughout the academic year, the scholarship will be terminated and the student may be required to pay back the scholarship.

## DEADLINES



Applications must be received online and required materials must be received or postmarked by this date.



Deadline for competitive recipients to reapply for spring semester funding.

Half of each competitive award is distributed in fall and the other half in spring. Competitive recipients funded in the fall semester must reapply for the spring semester by November 15. Note that an essay and letters of recommendation are not required for the spring application.

## TYPES AND AMOUNTS

The Foundation normally awards three different types of competitive awards:



Students do not apply for specific competitive awards. Applications are categorized by staff based on a student's field of study, class standing and/or degree program.

Please note that amounts vary for special competitive awards, such as corporate-funded, field-specific and memorial scholarships.

The number and amount of Doyon Foundation competitive awards vary annually, based upon the projected needs of future students. Each year, Foundation staff reviews current students' fields of study and makes recommendations for competitive awards for the upcoming year. The annual competitive awards are then approved by the Doyon Foundation board of directors.

These competitive awards are made possible by the generosity of many individual and corporate donors. To view a list of current donors, or to make a donation, please visit [www.doyonfoundation.com](http://www.doyonfoundation.com).

## ONLINE APPLICATION PROCESS

Competitive applications are only accepted online. Students should first create an online account at [www.doyonfoundation.com](http://www.doyonfoundation.com). This allows students to complete applications online quickly and easily.

Completed applications packets are reviewed by an independent scholarship review committee, and scored in the following areas: personal essay (40 points possible), grade point average (40 points possible), letters of recommendation (30 points possible) and personal impression (10 points possible) for a total of 120 possible points. See page 11 for details on the selection process.

## REQUIRED MATERIALS

The following must be received or postmarked by May 15:

- ☐ Online competitive award application
- ☐ Signed release and consent form (optional)
- ☐ Proof of academic enrollment
- ☐ Official transcripts
- ☐ Personal essay
- ☐ Two professional letters of recommendation

See pages 9-10 for details on each of the required materials.

*Note: Doyon Foundation does not accept faxed application materials.*

## OTHER REQUIREMENTS

Doyon Foundation encourages competitive award recipients to complete one summer internship, volunteer at least 20 hours, serve on a local or regional board, or give presentations on their field of study. Doyon Foundation requests that recipients submit a written report detailing the internship/service and lessons learned within one month of completing the activity.

## DESCRIPTION OF REQUIRED MATERIALS

- 1 **Online competitive award application**  
Students are required to fill out the application online at [www.doyonfoundation.com](http://www.doyonfoundation.com).
- 2 **Release and consent form (optional)**  
This form may be found on page 13 or on the Foundation website at [www.doyonfoundation.com](http://www.doyonfoundation.com).
- 3 **Proof of academic enrollment**  
This includes a copy of letter of acceptance or enrollment verification letter AND class schedule for semester applying for from the school the student will be attending. Must show student's field of study and class standing.  
  
Students who have not been accepted by May 15 should submit a verification letter from the school stating that he/she has applied.
- 4 **Official transcripts (40 possible points)**
  - Must be official; copies are not accepted.
  - Each student's GPA will be scored for a total of 40 possible points. For example, a GPA of 3.2 = 32 points.
  - Students new to higher education should submit official high school transcripts or official GED scores.
  - High school students who have not yet graduated are to submit their most recent official transcripts, and also submit final high school official transcripts upon graduation.
  - For vocational students, official progress reports are required.
  - Students returning to higher education must submit their most recent official university, college or vocational school transcripts.
  - For students who received a spring semester scholarship from Doyon Foundation: If the semester has not ended by the deadline, pre-order official transcripts and ask to "hold for grades." Include the order confirmation (proof of purchase email or copy of receipt) with application materials.
  - Official transcripts are required once per academic year. This means official transcripts must be submitted the first time a student applies for a scholarship in an academic year, which runs August through July. Unofficial transcripts are acceptable for subsequent applications during the same academic year. For example, if competitive recipients reapplying for the spring semester already have official transcripts on file for that academic year, they may submit unofficial transcripts.



**5 Personal essay (40 possible points)**

The personal essay should focus on four topics. Each topic is worth up to 10 points, for a total possible score of 40 points. The four topics areas are:

- 1) Educational goals (10 possible points)
  - 2) Professional goals (10 possible points)
  - 3) Extra-curricular and community service activities/volunteerism (10 possible points)
  - 4) Cultural awareness and contributions to a healthy Native community (10 possible points)
- The online essay screen is broken out into four topic fields. Each field is limited to 250 words. It is advised to type the essay in a word processing format, run spell check and have at least two people proofread the essay.
  - Students should outline how they intend to achieve their goals, and focus on their strengths.
  - Returning students should not submit a copy of their previously submitted essay, but should revise their original essay to incorporate current activities, achievement and growth experiences.
  - Proofread and run spellcheck!

**6 Two professional letters of recommendation (30 possible points)**

- The letters of recommendation should come from individuals who can attest to the student's academic abilities, professional and educational development, community involvement or cultural activities.
- Letters from immediate family members will not be accepted.
- Letters must be:
  - ☐ Current (within the last year).
  - ☐ Maximum of two pages.
  - ☐ Written on letterhead, which includes the author's contact information.
  - ☐ Containing an original signature.
- Letters also must be submitted by the author directly to Doyon Foundation.
  - ☐ Letters may be mailed to:  
*Doyon Foundation  
 ATTN: Scholarship Review Committee  
 615 Bidwill Ave., Suite 101  
 Fairbanks, Alaska 99701*
  - ☐ Uploaded by the author directly to the scholarship portal (the application contains more information about this process).
  - ☐ Emailed by the author to:  
*scholarships@doyon.com.*

**7 Personal impression (10 possible points)**

A total of 10 possible points will be awarded for the personal impression of the overall packet.

Tips to maximize personal impression points include:

- Do not include pictures, folders, resumes or cover letters with application materials.
- Include a well-rounded essay and letters of recommendation addressing all the focus points.
- Ensure professional quality of all submitted materials (i.e., proofread all materials, follow instructions, etc.).





## COMPETITIVE AWARD REVIEW COMMITTEE

### COMMITTEE MEMBER SELECTION PROCESS

The competitive award review committee is an independent group consisting of five members who each hold three-year terms. One committee member must reside in a rural village within the Doyon region. To qualify for a position, candidates must be a Doyon, Limited shareholder age 18 or older. Also, per IRS regulations, committee members cannot be employees of the Doyon Family of Companies or Doyon Foundation.

When a seat is open, Doyon Foundation sends out a public notice via the Doyon, Limited newsletter, and Doyon Foundation blog and social media to solicit members.

Interested parties are asked to submit a resume and letter of interest stating why they are interested in serving on the committee. These members are then selected by the Doyon Foundation board of directors at a regularly scheduled quarterly meeting. An orientation for committee members is held in May or June to review expectations and the scoring process.

### CURRENT DUTIES

The duties of serving on the scholarship review committee include:

- Evaluating and scoring all competitive award applications.
- Awarding scholarships based on scores, fields of study and class standings.
- Making scholarship policy recommendations to the Doyon Foundation board of directors via the executive director and scholarship review committee.
- Dedication of 30 — 40 hours of time to review competitive applications, with no monetary compensation.
- Serving on a volunteer basis and committing to a three-year term.

The committee reviews the application packets on a secure website from late June to early August. They then meet in Fairbanks to determine the recipients. Competitive award applicants are notified in late August as to whether or not they received a competitive award. Recipients are notified by phone. Those who did not receive a competitive award are notified by email.

## SELECTION PROCESS

After the May 15 competitive application deadline:

- Staff sort applications by class standing, field of study and/or degree program.
- Application packet materials are scanned and uploaded to a secure website.

The scholarship committee begins reviewing application packets online in late June or July. This process takes an estimated 30 — 40 hours per member.

- The application is scored in the following areas, for a total of 120 possible points:
  - ☐ Personal essay (40 points possible)
  - ☐ Grade point average (40 points possible)
  - ☐ Letters of recommendation (30 points possible)
  - ☐ Personal impression (10 points possible).

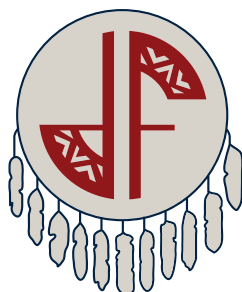
*Note: Ratings by committee members are subjective.*

- Once applications are scored by individual members, the committee meets as a team for a final review and selection.
- Once recipients are selected, an award letter from the executive director is emailed to students. Recipients also receive a phone call notifying them of their selection.
- Scholarship awards are sent directly to the recipient's academic facility financial aid office. Each recipient receives half of the competitive award amount for the fall semester and the remaining half for the following spring.
- Applicant scores are available upon request.
- Applicants who are not chosen for a competitive award are notified by email. If eligible, they automatically receive a full-time award for the fall semester.

Competitive, full- and part-time award recipients are recognized in early September at the annual Doyon Foundation scholarship awards ceremony.



## CONTACT US



DOYON  
FOUNDATION



**For more information or assistance,  
please contact the scholarship program manager at:**

Doyon Foundation

615 Bidwill Ave., Suite 101 · Fairbanks, Alaska 99701

907.459.2048 or 1.888.478.4755, extension 2048

[scholarships@doyon.com](mailto:scholarships@doyon.com)

[doyonfoundation.com](http://doyonfoundation.com)

# RELEASE AND CONSENT FORM

**By signing this Release and Consent Form, I give my consent to Doyon Foundation to use my name, photograph or image and, if applicable, student information in materials including, but not limited to:**

- Publicity materials
- Multimedia and online programs
- Newsletters

**By signing this Release and Consent Form, I also release Doyon Foundation from:**

- ① Any claim I might have against it, resulting from the use of my name, photograph or image and student information, including for example, any claim based on defamation, slander, libel, or invasion of privacy.
- ② Any claim against Doyon Foundation, its affiliated companies, businesses and assignees, or any of their respective advertisers, clients or agencies, from any claim I might have against any of them from the use of my name, photograph or image and/or student information.
- ③ Any claim I may have against the individual directors, officers, employees or agents of Doyon Foundation on any basis whatsoever.

**I acknowledge that:**

- I will receive no money or other compensation for giving this Release and Consent, which is a condition of my eligibility to be considered for scholarships, grants or to participate in activities or programs offered by Doyon Foundation.
- I am an adult, 18 years or older (if under 18, please also have legal guardian sign).
- I have read and understand this Release and Consent form.
- The Release and Consent Form will be in effect during the application, activity or program for which I am being considered and for five (5) years after the date I sign it. To revoke this Release and Consent, I must provide a written statement that the Form I signed is no longer in effect and my name, photograph or image and student information may not be shared with any other party.

My name, photograph or image and student information will not be released by Doyon Foundation to any anyone, other than myself, including my parents or family members, schools or training facilities, financial aid programs, agencies, etc., unless I execute this Release and Consent Form. This Release and Consent Form must be submitted with each application I make for a scholarship, grant or to participate in any activity or program offered by Doyon Foundation.

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SIGNATURE

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PRINTED NAME

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PARENT/LEGAL GUARDIAN  
SIGNATURE

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DATE SIGNED

(version 2.14.2017)



# DOYON

## FOUNDATION

615 Bidwill Ave., Suite 101 · Fairbanks, Alaska 99701

[www.doyonfoundation.com](http://www.doyonfoundation.com)

