



ND Academic/CTE/ND Scholarship Apprenticeship Payments

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NDUS Financial Aid Director

Program Eligibility

- Coursework in high school makes students eligible for the award.
- Students apply with the Dept. of Public as a senior in high school.
- Dept. of Public Instruction determines eligibility.
- NDUS manages the payments and on-going eligibility while enrolled in apprenticeship program.

Payment Eligibility

- Must be enrolled in a registered US Dept. of Labor (DOL) apprenticeship in ND.
- Must be working in ND.
- Full-time enrollment.
- Must be maintaining academic progress.
- Minimum grade point average (GPA), or equivalent, of 2.75.

Amount of Award

- Maximum award is \$6,000.
- Have up to 6 years following high school graduation to use.
- Payment is \$500 per term.

Definitions

- Registered Apprenticeship - *An apprenticeship program approved by the U.S. Department of Labor (DOL). Program must be registered in North Dakota and the student must work in North Dakota.*
- Full-time enrollment - *Full time enrollment is defined by the apprenticeship sponsor.*
- Term - *A period of approximately 3 months in which a student is enrolled in a qualifying apprenticeship program.*
- GPA – *2.75 GPA, or equivalent. Percentage grades will be converted to GPA. "Fail" grades in pass/fail programs will equate to less than 0.00.*

Definitions (cont.)

- Degree Progress – *Number of cumulative earned hours by the apprentice in their program. This is required to advance to the next payment.*

Degree Progress – Apprenticeship Programs

1,000 hours after disbursement two

1,500 hours after disbursement three

2,000 hours after disbursement four

2,500 hours after disbursement five

3,000 hours after disbursement six

3,500 hours after disbursement seven

Sponsor Responsibilities

The NDUS will direct the sponsor in the following steps.

- **Step 1:** Notify apprentices of the potential scholarship opportunity.
 - Students should contact NDUS to start the process of determining eligibility.
 - If student is uncertain if they qualified in high school, NDUS will verify.
- **Step 2:** If student is approved by the NDUS for payment,
 - Provide verification that the program is a DOL registered apprenticeship program in ND.
 - Provide a start date for student's program.

Sponsor Responsibilities

- **Step 3:** Prior to each payment,
 - Provide verification that the apprentice is working in ND.
 - Provide verification that the student has not earned their certificate and is still an active apprentice.
 - Verify full time enrollment as an apprentice prior to each payment.
- **Step 4:** Accept payment of the student scholarship. Issue scholarship to recipient. Sponsors may not retain the payment.

Sponsor Responsibilities

- **Step 5** – Following each payment (end of term),
 - Verify cumulative GPA, or equivalent.
 - Verify degree progress (total hours earned in apprenticeship).
- **Repeat steps 3-5** until the student is no longer eligible.

NDUS Contact Information

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[Handout - Apprenticeship Guidelines](#)