

WHAT IS THE OLGOONIK FOUNDATION TRAINING AWARD PROGRAM?

The Olgoonik Foundation (OF) Training Award program provides awards for shareholders and descendants seeking to obtain training.

Applicants may apply for training if they are:

- Enrolled in an approved certificate/endorsement, certification, or professional licensing program at a vocational/trade school, craft training program, or other approved institution
- Seeking training needed to obtain employment (including self-employment), retain employment, advance in a current position of employment, or as condition of a firm and valid employment offer

WHOM DO I CONTACT FOR QUESTIONS AND INFORMATION ABOUT THE OF TRAINING AWARD PROGRAM?

All questions, requests, and applications should be directed toward Olgoonik Corporation's Shareholder Services department.

Individuals emailing questions and applications must email ShareholderServices@olgoonik.com. Please do not use individual staff emails for your initial question or application submission. The department email listed above allows any member of staff currently in the office to process requests.

If you would like to speak with a Shareholder Services team member about your application, please stop by the Wainwright or Anchorage offices or call one of the numbers below and ask to speak with someone about the OF Training Award program:

- (907) 763-2613 (Wainwright)
- (907) 562-8728 (Anchorage)

Students are encouraged to leave detailed voicemails with a return phone number or to follow up with an email to the Shareholder Services email address.

AM I ELIGIBLE FOR THE OF TRAINING AWARD PROGRAM?

Eligibility:

- Must be an Olgoonik Corporation shareholder (Class A or Class B) or descendant of a shareholder (subject to verification)
- Must be at least 17 years of age at time of application and a U.S. citizen
- Must hold a high school diploma or GED.
- Students without a diploma or GED must provide verification that the school or program does not require either to complete the program
- Must be enrolled in an approved certificate/endorsement, certification, or professional licensing program at a vocational/trade school, craft training program, or other approved institution
- Must demonstrate that the desired training is needed to obtain employment (including self-employment), retain employment, advance in a current position of employment, or is required as a condition of a firm and valid employment offer
- Must maintain eligibility and remain in good academic standing as defined by their institution
- Cannot be receiving simultaneous funding under the OF Scholarship Program

Shareholder Descendants: Descendants must provide documentation (birth certificate, adoption decree, etc.) tracing ancestry back to an original 1971 shareholder of Olgoonik Corporation.

WHEN ARE THE DEADLINES TO APPLY?

Because training may be required as a condition of an employment offer, applications are accepted on a rolling basis. There is no deadline to apply. However, applicants are encouraged to plan ahead and submit applications well ahead of their school/institution's payment deadline to apply for processing.

HOW MUCH CAN I RECEIVE IN FUNDING?

Regardless of program, funding per applicant is capped at \$5,000 per calendar year and up to \$24,000 per lifetime.

Funding will be paid directly to the applicant's school/institution and is based on need. Only actual, eligible costs will be funded up to the funding maximums listed above.

- **For Example:** If an applicant's eligible costs (as provided by the school/institution) are listed as \$1,500, then the amount paid will be no more than \$1,500. The remaining \$3,500 in the yearly funding cap will not be disbursed to the applicant.

Applicants who have previously received funding under the OF Scholarship will have any previously paid scholarship award applied to his or her funding cap.

- **For Example:** If an applicant has previously received \$12,000 in OF scholarships for college/university education, only \$12,000 remains toward the lifetime cap for training funding

WHAT CAN THE OF TRAINING AWARD PROGRAM FUND?

The OF Training Award program is one of many sources of funding and may be used to cover an applicant's eligible costs, including:

- Tuition and fees
- Books, supplies, equipment, and materials required by the school/institution for the program
- Room & board at the school or institution's dorm/student lodging facilities and meal plans offered or required by the school/institution.
- Fees required for exams

Olgoonik Foundation cannot fund personal expenses, including hotel and private lodging, personal meals, laptops/computers/tablets, or airfare and travel expenses to attend training.

If training award program funding is awarded, the full amount will be paid directly to the school to help cover the student's eligible costs. Exceptions for required supplies, including Personal Protective Equipment (PPE), that needs to be purchased prior to the start of training may be considered on a case-by-case basis.

HOW DO I APPLY FOR FUNDING UNDER THE OF TRAINING AWARD PROGRAM?

New applicants or students applying after a 2-year gap in funding must submit the following:

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| ☐ OF Training Award program application | ☐ Two letters of recommendation** |
| ☐ Olgoonik Family Tree/Adoptive Family Tree form (first time applicants only)* | ☐ Short essay (1-2 pages) describing your need and how you plan to use your training to achieve your career/employment goals. |
| ☐ Training schedule and/or training requirements from student's school | ☐ Detailed list of training costs from institution/school |
| ☐ Latest high school, college/university, or trade school transcripts (if applicable) | ☐ Agreement for Training Award (signed after scholarship has been approved by Olgoonik and before a check is sent to student's school) |
| ☐ Upcoming class schedule with number of credits | |

* Direct lineal descendants of an original shareholder must submit birth certificate(s) or an adoption decree tracing ancestry back to an original Olgoonik shareholder

** Letters should include contact information. Letters should be signed and reflect evidence of good interpersonal/ team skills. Letters may be from the following:

- School counselor, school principal, or class instructor
- Former/present supervisor(s)
- Former/present coworker(s)
- Character reference from a family member, friend, whaling captain, or teammate

I'VE APPLIED FOR THIS FUNDING IN THE PAST. DO I NEED TO SUBMIT A NEW APPLICATION EACH TIME?

If you are a renewal applicant applying for successive funding, you will only need to submit the first page of the application form. The Family Tree Form and letters of recommendation may be omitted.

Renewal applicants must complete the following each term:

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| ☐ Page 1 of the application form with updated information | ☐ A copy of their current or upcoming training schedule/requirements |
| ☐ Transcripts or official document from last previously attended institution detailing GPA, academic standing, and/or satisfactory completion of student's program | ☐ Detailed list of training costs from training institution or school |
| ☐ A copy of last completed Olgoonik-funded certificate, certification, or professional license, if not previously submitted | ☐ Agreement for Training Award (signed after scholarship has been approved by Olgoonik and before a check is sent to student's school) |

Students reapplying after a 2-year or longer gap in funding must submit a new application with new letters of recommendation.

WHAT HAPPENS IF I DON'T COMPLETE MY PROGRAM? CAN I LOSE MY FUNDING?

Students are required to remain in good academic standing (as defined by the school or institution) and fully complete his or her training program.

If a recipient does not remain in good standing as defined by his or her training program, or if the student does not complete his or her program, the student will be considered on probation and funding will be suspended until:

- Student provides a valid reason explaining his or her academic situation or decision to withdraw from the training program, and
- Student reimburses Olgoonik for the full cost of the incomplete training

Following a successful probation term, the student may reapply for future training funding and must submit new letters of recommendation.

If a student is unwilling or unable to provide a valid reason for withdrawing from a program and is unwilling or unable to reimburse Olgoonik for the full costs of the incomplete training, the applicant will be ineligible to apply for future training awards.

Students are required to submit copies of his or her certificate, certification, or professional license after training is completed. Olgoonik may require students in training programs that take place over the course of several months to provide regular reports on progress toward completion of his or her program. Failure to provide reports as requested may result in a loss of funding or ineligibility for future funding.

I'VE PAID OUT OF POCKET FOR CLASSES. CAN I BE REIMBURSED FOR MY EXPENSES?

Unfortunately, we are unable to reimburse students for out-of-pocket expenses. Students should keep an eye on their student accounts to ensure their training award is applied to their account by their school/institution. If funding hasn't been applied by the school's payment deadline, but you have received notification from Olgoonik that your scholarship has been sent, contact your school/institution directly.

Due to student privacy, schools will not release student information to Olgoonik and we are unable to call on your behalf.

HOW IS FUNDING PAID OUT?

Funding for training is paid directly to the school listed in the student's application. Training awards will not be paid directly to students.

WHEN WILL I HEAR BACK ABOUT MY APPLICATION?

Generally, students will be notified within one month of submitting a completed scholarship application or renewal application.

Applications will not be processed until all required documents are received.