

Adult Education Application

(Traditional, Distance Learning or Online Academy classes)



Personal Information

First Name/MI _____ Last Name: _____ Maiden _____
Social Security # _____ DOB _____ Age _____ Male ___ Female ___
Mailing Address: _____ City _____
State _____ Zip _____ County: _____ Email address: _____
Phone # 1: _____ Phone #2 _____
Last grade completed in public/home school: _____ Name of School _____
Have you attended High School Equivalency (HSE) classes previously? Yes ___ No ___
Name of HSE program _____ (GED or HiSET)

Alternate Contact Information

First Name: _____ Last Name: _____ Relationship: _____
Mailing Address: _____ City _____ State _____ Zip: _____
Phone #: _____

Documentation

Documents required by the Adult Education Program: (please send a copy with this application)

1. CDIB –Tribal Membership
2. Social Security Card
3. Current Driver's License or State Issued ID

CDIB: Tribal Affiliation: _____ (Choctaw, Chickasaw, Cherokee, etc.)

Applicant Signature: _____ Date: _____

Best time to call: _____

*Please keep contact information current at all times.



Imaiyachi Award (Eh-may'-yah-chi)

(Perseverance, ability, determination to overcome life's obstacles, to complete the journey)

A \$250.00 one-time payment will be awarded to students who have earned their High School Equivalency (HSE) diploma while enrolled in the Choctaw Nation Adult Education Program (either in Traditional, Distance Learning, or Online Academy classes.) A student is eligible for this award once he/she has passed either the HiSET or GED high school equivalency exam.

I _____ have read and understand the requirements to receive the
Print Name
Imaiyachi Award.

Student Signature: _____ Date: _____

*If you are a current or former employee of Choctaw Nation, the payment may be direct deposited into your banking account on file. Please let the Adult Education Office know if you prefer a paper check instead.



Student Account Release

I, _____ give my permission for the
Please print

Choctaw Nation of Oklahoma Adult Education Program to access my HiSET/GED account. I understand Choctaw Nation may access my account to schedule testing, analyze scores, and retrieve other information pertaining to my HiSET or GED account.

Student Signature: _____ Date: _____

Have you previously created a HiSET/GED account? Yes: _____ No: _____

The Choctaw Nation Adult Education Program can assist you in setting up a HiSET or GED account if you do not have one.



Choctaw Nation Adult Education Testing Agreement

I, _____ (print) hereby accept full responsibility for the Choctaw Nation Adult Education Program to pay my testing fees for all 5 subtests of the HiSET exam or all 4 subtests of the GED exam. I understand, that if I do not show up for my scheduled time for my testing appointment(s), I am responsible for the cost of testing fees for future testing appointment(s).

On the day of testing, I will bring and present my picture I.D to the testing center in order to be admitted to test and prove eligibility.

Signature

Date

***Choctaw Nation members within the United States are eligible for testing fee reimbursement once they have passed their high school equivalency test (HiSET or GED). Please call the Adult Education Office for reimbursement details.**

FAQ:

What if I need to cancel or reschedule my test appointment(s)? You may do so by calling the HiSET customer service line at 1-855-694-4738. You can cancel tests before 11:59 pm local time the night before a test with no penalties. Once you call the number, be patient and listen to the choices. First, Press 1 or 2-depending on your state. Next, press 1 for test taker and then press 2 to reschedule or cancel an appointment to test.

How is the HiSET test scored? Each of the five subtests in the HiSET battery is scored on a scale of 1-20. In order to pass, you must do all three of the following: 1. Achieve a score of at least 8 on each of the five individual subtests. 2. Score at least 2 out of 6 on the essay portion of the writing test. 3. Have a total combined score on all five tests of at least 45.

If I fail one subject, what do I do? You may register the next month at a certified test center in your area. You will need to pay the fee of \$17.50 per subject and you may pay with Visa, Mastercard, Debit, Paypal, or Check online.

How do I register to take a test over? You may call the Choctaw Nation Adult Education Office at 800-522-6170, ext. 2122 or go to www.ets.org. You will need to know your login and password if you choose to register online yourself.

How many times can I take the HiSET before I pass the exam? You may take the HiSET exam 3 times within a year of the date you purchased it. Once you make an 8 or better in each subject, you will not have to retest in that area. HiSET takes your highest score-even if you score lower the next time on a subject test.

Once I pass my test, (HiSET or GED) where do I obtain my diploma? Go to www.diplomasender.com. You will need to create an account and then you may print the first copy for free.

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
2	Business name/disregarded entity name, if different from above
3	Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 20%;"> <input type="checkbox"/> Individual/sole proprietor or single-member LLC </div> <div style="width: 20%;"> <input type="checkbox"/> C Corporation </div> <div style="width: 20%;"> <input type="checkbox"/> S Corporation </div> <div style="width: 20%;"> <input type="checkbox"/> Partnership </div> <div style="width: 20%;"> <input type="checkbox"/> Trust/estate </div> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </div> <div style="font-size: small; margin-top: 5px;"> Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Other (see instructions) ▶ _____ </div>
4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5	Address (number, street, and apt. or suite no.) See instructions.
6	City, state, and ZIP code
7	List account number(s) here (optional)
Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> </tr> </table>											-
OR											
Employer identification number											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> </tr> </table>											-

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amounts reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



GED/HiSET Online **ACADEMY CONTRACT**

The Choctaw Nation Will:

- Provide a virtual seat in the online ACADEMY for eligible students when available
- Provide support from a Choctaw Nation Adult Education Instructor on staff as needed (Monday-Friday, 8:00-4:30)
- Schedule GED/HiSET testing based on student readiness and test availability

The Instructor Will:

- Assist with enrolling students and setting up online ACADEMY accounts
- Monitor student progress and time spent on online ACADEMY lessons
- Request conferences with student as needed-either by phone or in person

The Student Will:

- **Have a place with internet access AND a device to work on ACADEMY lessons**
- **Spend a minimum of 4 hours each week working on ACADEMY lessons to keep his/her seat in the class. (Students may work at any time of the day on academy lessons and may also work MORE than 4 hours per week on their academy lessons.)**

Accounts must show required activity each week. *You must log in within the first 10 business days of your account being opened/start date. Your instructor will give you your start date.

- **After 1 week of inactivity with less than 4 hours of online classwork**, the instructor will contact the student for a status of their inactivity.

- **After 2 weeks of inactivity with less than 4 hours of online classwork**, the student account will be marked inactive and he/she will no longer have a seat in the class.

- **Notify Choctaw Nation Adult Education Office of any change in *contact* information. Your address, phone number, and email address must be kept up to date with our office and academy instructor at all times.**

Failure to comply with the terms of this contract may cause you to forfeit your seat in the online academy class.

I, _____ (print name) have read and understand the online academy requirements and expectations for participation in the Choctaw Nation Adult Education GED/HiSET ACADEMY online program.

Student Signature: _____ Date: _____