

### **What you should know before you apply**

#### **Requirements and Guidelines for the Virgin Islands Board of Education's Territorial Application:**

The Virgin Islands Board of Education (VIBE), has several requirements applicants must meet in order to apply for financial aid from the Board. Applicant must adhere to the following:

- Must be a US Virgin Islands resident
- Must be a graduate from a high school in the US Virgin Islands or have proof of three (3) years residency in the US Virgin Islands
- Must have financial need
- Must have a minimum cumulative grade point average (GPA) of 2.0 or a 2.5 GPA for Nursing
- Must be accepted by and enrolled in an accredited institution
- Must be attending school full-time

The Virgin Islands Board of Education (VIBE), also requires that supporting documents be provided for college freshmen and continuing education students. Obtaining the supporting documents is the sole responsibility of the applicant. Additionally, it is the applicant's responsibility to ensure that the Virgin Islands Board of Education has received the documents provided.

#### **Required Supporting Documents for first-time Freshmen are as follows:**

- Official high school transcript.
  - Acceptance letter from an accredited college or university
- Other documents that may be required if requested by VIBE:**
- Proof of full-time enrollment

#### **Required Supporting Documents for Graduate or continuing education students are as follows:**

- Current official transcript

#### **Other documents that may be required if requested by VIBE:**

- Proof of full time enrollment
- The Virgin Islands Board of Education (VIBE), requires that all applicants list an endorser or co-signer when submitting their application. In the event that the applicant is awarded a Territorial Loan/Grant Award, the endorser/co-signer is required to pay the loan in place of the applicant. In the event that the applicant is awarded a grant or scholarship, the endorser/co-signer will not be required, but their contact information will be kept with the applicant's file. In order to be an endorser or co-signer the individual must meet the following requirements:
  - Must be a resident of the Virgin Islands
  - Must be locally employed within the Virgin Islands territory
  - If self-employed, must be able to provide a copy of current tax year information

#### **Applicant Responsibility:**

The Virgin Islands Board of Education (VIBE), staff will utilize the information provided to keep applicants informed and updated about the status of their application, however, it is the applicant's responsibility to ensure that they have completed all the necessary requirements as listed above. In addition, it is understood that the applicant must:

- Check the status of their account regularly
- Check the email address provided in their territorial application for communication from VIBE staff
- Respond to messages left by VIBE staff via email, or their online account in a timely manner
- Be mindful of deadlines for completion and submission of the online application
- Be mindful of deadlines required for the submission of supporting documents
- Provide any additional supporting information or documents requested by VIBE staff in a timely manner

#### **Requirements and Supporting Documents for Morris F. de Castro Fellowship are as follows:**

- Applicant must be an employee or official in active service of the Government of the V. I. at the time of application.
- Must take one year's leave of absence during the period that the fellowship is awarded.
- Be nominated by either the Governor of the V. I., the President of the Legislature, the Presiding judge of the District/ Supreme Court, Superior Court, Magistrate Court, the Administrator of St. John or the head of the applicant's department.

In addition to the completed online application, the applicant must also provide the following:

- Official transcript
- Letter of recommendation or nomination from one of the acceptable sources listed above
- Proof of enrollment

#### **Requirements and Supporting Documents for In-Service Grant are as follows:**

- Applicant must be an employee or official in active service of the Government of the V. I. at the time of application.
- Be nominated or recommended by head or supervisor of the applicant's department.

In addition to the completed online application, the applicant must also provide the following:

- Official transcript
- Letter of recommendation or nomination from the department head or agency supervisor
- Acceptance letter from accredited college or university
- Proof of enrollment