

# CONGRATS BUILD DAKOTA GRADUATE!

What happens now that you've graduated?

May 2023

## Employment Verification

Every year, you will go through the employment verification process where you'll show us that you are complying with your work commitment. We've made it easy. Here's how to do it:

### Online Verification Form

You will receive an email from us following program completion containing a web link. Fill out this form as soon as possible, but no later than 6 months following graduation. We will send you this form at least once a year (more frequently as needed).

### Your Responsibilities

It is your responsibility to complete this verification yearly. We will send a reminder email and follow it up with one reminder telephone call, if necessary. If you do not accomplish this yearly requirement, you may have to repay your Build Dakota award.

It is your responsibility to make sure that we have your current address, phone number, and email address (that you check regularly) at all times. If we can't find you to complete your yearly employment verification, you will be considered in default and you will be required to pay back your award. Not receiving a yearly reminder from us is not an acceptable excuse for not completing your yearly verification. ***It is in your best interest to make sure we can contact you.***

### Employer's Requirement

Your employer will also be sent a web link to verify your employment. It is your responsibility to make sure he or she is expecting us to contact them and has received your permission to release your information to us.

### COMMITMENT:

- 1) Finish High Need Program at Technical College– DONE!
- 2) Work full-time in SD for 36 months following graduation.
- 3) Must work in same field as Build Dakota sponsored education.

### CONTACT US

BRANDY DREW

SCHOLARSHIP SPECIALIST  
brandy@builddakotascholarships.com

605.224.1025 ext 113

## Extenuating Circumstances for Employment Deferment or Extension

- Medical Issues
- Military Deferment
- Documentable Life Events
- Continuing Education
- Part-Time Work

We know there are some things in life that happen that are beyond your control. We have procedures and forms to help if you are struggling to meet your work commitment. You must make a request for these circumstances and these requests are subject to approval by your technical college. Continuing education requests must be in the same field as your Build Dakota sponsored program and are subject to approval by your school. Please contact us for further information regarding your specific situation.