



TUTORING PROGRAM POLICY AND APPLICATION

1. Assistance
 - a. Program participants may utilize \$1,000 per school year.
 1. Limit may be adjusted for special circumstances.
2. Qualifications
 - a. Enrolled NHBP Tribal Members.
 - b. Files current with the NHBP Enrollment Office.
3. Guidelines
 - a. Applicants must have a NHBP Education Release and Code of Conduct on file for the current school year.
 - b. Tutoring assistance may be utilized by Pre-K-12 or higher/continuing education students
 - c. Students may use for assistance with testing preparation
 1. Tests include, but are not limited to: ACT, SAT, AP, GED, GRE, LSAT, etc.
 2. Submission of score required upon completion of test.
 - d. Program may be utilized for home school instruction and/or curriculum
 - e. Program participants/parents/guardians must:
 1. Submit a completed Tutoring Program application.
 2. Utilize a professional agency or certified teacher.
 1. Relatives do not qualify to provide tutoring assistance.
 3. Maintain open communication among the program participant/parent/guardian, school/tutoring provider and the NHBP Education Office.
 4. Provide a minimum of a 24 hour notice to a provider for canceled sessions (or timeframe outlined by provider)
 1. If there is not an extenuating circumstance for a missed session, program participant/parent/guardian will be responsible for payment.
 - a. Additional sessions will not be eligible for NHBP funding until paid in full to provider.
 5. Three missed sessions may result in discontinuation of funding.
4. Payment
 - a. Those wishing to make payment directly to the provider must submit a request 30 days prior to requested service date.
 - b. Reimbursement will be provided with proof of payment.
 1. Proof of payment includes a valid receipt, Payment Confirmation Form or invoice signed by provider.
 1. Reimbursements are granted for payments made during current school year utilizing check, debit/credit card or cash.
 - c. Funding is granted on a first-come, first-served basis, contingent upon the availability of funds.
 - d. Non-compliance with the outlined program policies may result in Per Capita withholding from legally responsible adult Tribal Members' account for fees incurred by the Tribe and/or forfeiture of future education program participation.

The Nottawaseppi Huron Band of the Potawatomi Education Office has developed several Educational Programs for its Tribal membership. In the development of these policies, the NHBP has given significant consideration to individual need, as well as, the needs of the entire community. The educational program incentives as provided herein are made pursuant to a governmental program of the tribe for the promotion of the general welfare of its Tribal membership, based on individual or family need, and is not considered compensation for services. I certify that the information given is true to the best of my knowledge. I also agree that the tribe may share my contact information with other areas of NHBP. I understand that funding is based on availability of budget dollars.

Student Name Tribal ID#

Applicant/Parent/Guardian Signature Date

Applications may be e-mailed, faxed, or dropped off in person. Migwéché! (Thank you)