



**COLLEGE GRADUATION FUND POLICY AND APPLICATION**

1. Assistance
  - b. \$500 may be used during a student’s final year of college.
    1. Limit may be adjusted for special circumstances.
2. Qualifications
  - a. Enrolled NHBP Tribal Members entering or currently attending their final year of college prior to graduating with a degree.
  - 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. Submit a completed College Graduation Fund application.
  - c. Assistance may be used for, but not limited to: class ring, cap and gown, senior pictures, announcements, or diploma fees.
    1. Additional needs submitted to and approved by the NHBP Education Committee.
4. Payment
  - a. Those wishing to make payment directly to the provider must submit a request 30 days prior to requested service or payment date.
  - b. Reimbursement will be provided with proof of payment.
    1. Proof of payment includes a valid itemized receipt, Payment Confirmation Form or invoice signed by provider.
    2. 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, and 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.

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Student Name Tribal ID#

\_\_\_\_\_  
Applicant Signature Date

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