



EDUCATION RELEASE

SCHOOL YEAR: _____

According to NHBP Education Program policies, each student must have an Education Release on file each school year to maintain program eligibility including: Education Incentive, Pre-K-12, Tutoring, Driver Education, Graduate Fund, Fee Assistance, Laptop, Development, Book and Supply, Higher and Vocational Education Assistance Programs.

STUDENT INFORMATION

Name (First, Middle Initial, Last) Tribal ID

Birthdate Gender: Male Female

School/Institute or Trade School Current Grade/Year

Graduation/Completion Year County

Student ID (Higher/Continuing Education) Major or Program (Higher/Continuing Education)

Parent/Guardian name(s) (If applicant is under 18 years of age)

CONTACT INFORMATION

Address City State Zip Code

Primary Phone Number and Name Primary E-Mail Address

Secondary Phone Number and Name Secondary E-Mail Address

Permission to Transport

I authorize NHBP staff to provide transportation. I release the NHBP and its staff from any liability in the performance of their transportation duties. **Transportation must be of last resort.**

(Check one) Yes No

Direct Deposit - Information on File

(Check one) Yes No



EDUCATION RELEASE

AGENCY INFORMATION

Nottawaseppi Huron Band of the Potawatomi

Organization/Agency

1485 Mno-Bmadzewen Way

Fulton

MI

49052

Address

City

State

Zip Code

269-729-5151

education@nhbpi.com

Phone Number

E-Mail Address

It is requested that copies of records indicated below be released to the above named individual and/or agency. Also that the above named individual/agency has access to student files and information regarding this student. Information, records, files, and/or data to be released: grades, attendance records, test scores, assessment results, progress reports, Individualized Education Program, and disciplinary reports.

Any and all other assessment data with monthly, semester, marking period and annual reporting procedures for each area of assessment. Reasons for Release of Information/Records: To compile data and track/chart progress of individual student throughout the academic year.

I/We consent to the release of responsibility of the school for the information requested and released to the above named individual/agency. I/We have read and understand this release of information form and agree to all terms and responsibilities.

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.

Print Student Name

Student (over 18 years of age) or Parent/Guardian Signature

Date

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



HIGHER AND VOCATIONAL EDUCATION CONSENT TO RELEASE INFORMATION

The Family Education Rights and Privacy Act (known as FERPA) is a federal law which protects the privacy of student education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond high school level.

Your enrollment and attendance at a college/university or a vocational education facility allows you the decision whether or not to allow other people to have access to your student information (ex. parents may call inquiring if a payment has been processed).

According to FERPA, we are required to receive your written consent in order to share any information with anyone other than you. Below is a consent form. Please review and decide with whom, if anyone, we may discuss your student file.

Consent to Release Information

I (print name) _____, give permission to the NHBP Education Office to release information regarding my higher/vocational education payment assistance file to the following individuals:

Please list names:

Signed: _____

Date: _____

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



NOTTAWASEPPI HURON BAND OF THE POTAWATOMI

A FEDERALLY RECOGNIZED TRIBAL GOVERNMENT

REIMBURSEMENT AGREEMENT

This agreement made this _____ day of _____, 20___, between the Nottawaseppi Huron Band of the Potawatomi, hereafter called "NHBP" and _____, hereafter called the "Applicant", is a condition of Applicant's receive of Higher Education or Vocational Education Financial Assistance by agreeing to reimbursement to the Tribe of the amount of financial assistance benefits paid by the NHBP on behalf of Applicant in the event Applicant fails to complete (withdraws) from higher education classes or vocational education program(s) for which Applicant receives financial assistance.

The Tribe has established Higher and Vocational Education Financial Assistance Program Policy to invest in Tribal Members who wish to enhance their education/skills in exchange for such Tribal Members' commitment to complete such courses/programs.

In consideration of the foregoing, Applicant agrees as follows:

1. Applicant understands and agrees that, by requesting approval of higher education/vocation education financial assistance from the Higher and Vocational Education Financial Assistance Program, Applicant agrees to repay the amount(s) financial assistance received for any credit hours received by Applicant in the event Applicant withdraws from any class or program for which financial assistance was received.
2. Applicant agrees that his/her right to receive Higher and Vocational Education Financial Assistance benefits is contingent upon his/her meeting all requirements under the Higher and Vocational Education Financial Assistance Program.
3. Applicant agrees that, should he/she withdraw from any class or program for which Higher and Vocational Education Financial Assistance benefits were received, he/she must notify the NHBP Education Office within 10 days after that fact.
4. Applicant agrees that, should he/she withdraw from any class or program for which Higher and Vocational Education Financial Assistance benefits were received, he/she must reimburse to NHBP the amount of Higher Education/Vocational Education financial assistance payments received for such class or program with 12 months. Applicant may request relief from this repayment obligation if unexpected hardship (illness; need to care for sick family member) or other extenuating circumstances required the Applicant to withdraw from class(es) or the program entirely.
5. Applicant agrees that, as a condition of participating in this Higher and Vocational Education Financial Assistance Program, he/she must authorize the NHBP Education Office to contact the higher/vocational education program he/she is attending to verify Applicant's attendance and compliance with this Program.

In the event of default on reimbursement by Applicant, the NHBP will seek judgment against such default in the Courts of the NHBP and any other court of competent jurisdiction. If the NHBP is awarded a judgment, any and all efforts will be made to collect, including attachment or garnishment of future per capita payments or other NHBP financial benefits. This may also include, but is not limited to, garnishment of future wages from any employer.

Applicant's signing of this Agreement is a condition of his/her being approved for Higher Education/Vocational Financial Assistance benefits from the NHBP. However, Applicant understands that nothing in this Agreement provides contractual rights to future assistance, which is contingent upon availability of funds.

This Agreement contains the entire agreement between the parties on this subject and supercedes all prior agreements or understandings on this subject. This Agreement can be modified only in writing signed by both parties.

This Agreement shall be effective the date first mentioned above.

Tiesha Williams, Membership Services Manager

Student Printed Name

Student Signature



EDUCATION CODE OF CONDUCT

1. Purpose

- a. The purpose of the Education Code of Conduct is to protect the well-being of the Nottawaseppi Huron Band of the Potawatomi (NHBP) community and to advance the educational mission of the NHBP in establishing certain behaviors and norms that are expected of its students and Tribal Members. The Nottawaseppi Huron Band of the Potawatomi's Education Office (Education Office) provides educational services to eligible NHBP Tribal Members in accordance with the procedures and guidelines approved by the NHBP Tribal Council. When the Education Office sponsors, or provides funding for a NHBP Tribal Member to attend an event or program, the sponsored Tribal Member must remember that he/she is representing our Tribe and Community. Tribal Members must at all times present himself or herself in a dignified and respectable manner. Therefore, the Education Office provides these minimum standards of conduct as outlined to inform the sponsored/funded Tribal Member of the Education Code of Conduct.

2. Policy

- a) Sponsorship: When the Education Office elects to pay for a portion or the entire cost associated with traveling and/or attending any event/program, the Tribal Member agrees, as a condition of such sponsorship, to adhere to this Education Code of Conduct.
- b) Acceptance of Services: Tribal Members who accept and receive funding or financial support from the Education office voluntarily consent to the requirements of the Education Code of Conduct. A Tribal Member, or parent/guardian, on behalf of a minor receiving funding, shall sign the acknowledgement of Education Code of Conduct every year, prior to receiving assistance provided by the Education Office.
- c) Violations: Tribal Members who violate the Education Code of Conduct shall be evaluated on a case by case basis by the NHBP Education Committee. Sanctions may include, but are not limited to, prohibiting receipt of any Education Office financial support for the purpose of attending/participating in events/programs for a period of time as determined by the Education Committee. Sanctions will be commensurate with the seriousness of the violation.

3. Code of Conduct

Tribal Members sponsored by the Education Office to attend events/programs shall:

- a) During the course of travel to and from any events/programs, and through his/her attendance at those events/programs, the Tribal Member is expected to comply with tribal, federal, state and local laws or ordinances. Although this requirement is not intended to apply to isolated violations of minor traffic laws it may trigger other sanctions by the Education Office if they are of a serious nature and clearly violate the standards of the Education Code of Conduct and the integrity of the NHBP Government.
- b) Tribal Members must not engage in patently offensive or abusive language, gestures, or conduct toward other persons during travel/attendance/participation of a degree that a reasonable person would deem likely to cause a nuisance, disorder or danger, or that tends to incite an immediate breach of the peace.
- c) Tribal Members shall refrain from all use of alcohol and illegal use of drugs when traveling or attending events/programs for which he/she is sponsored/provided funding.
- d) Tribal Members should refrain from other conduct that would adversely reflect on the Nottawaseppi Huron Band of the Potawatomi.

4. Investigation of Violations of the Education Code of Conduct

- a) Complaints involving violations of the Education Code of Conduct must be brought to the attention of the Education Office verbally if provided by a staff person or volunteer and is urgent and of an immediate nature and cannot yet be submitted in writing, or in writing if submitted by someone other than a staff person or volunteer or is not urgent and immediately necessary.



EDUCATION CODE OF CONDUCT

- b) If appropriate, the chaperone and/or coordinator of the event/program may (if reasonably possible and necessary under the circumstances) require the individual to make arrangements to leave the event/program and return to his/her home, not through resources of the Education Office.
- c) Upon receiving a complaint of a violation of the Education Code of Conduct, the Education Office will conduct an inquiry to determine if a preponderance of the evidence supports a conclusion that a violation of the Education Code of Conduct occurred. All complaints will be submitted to the NHBP Education Committee for review.
- d) In order to find a violation of the Education Code of Conduct, the Education Office must have evidence directly linking accusations to the accused and shall be based on a preponderance of the evidence.
- e) A decision of the Education Committee finding a Tribal Member responsible for a violation of the Education Code of Conduct must be supported by a majority vote of a quorum of the Education Committee.
- f) Except as described in paragraph 5.c., below, the decision of the Education Committee shall be final.

5. Sanction

- a) Based on the severity of the violation the Education Office, under the guidance of the Education Committee, may sanction the responsible party up to and including, but not limited to: issuing warnings to the Tribal Member; prohibiting the Tribal Member from attending Education Office sponsored events/programming for a period of up to 18 months; or from receiving Education Office financial support for travel and attending events/programs.
- b) If the Tribe incurred any transportation costs associated with any Tribal Member who was required to leave an event due to a violation of the Education Code of Conduct, the responsible person may be required to reimburse the Tribe for such costs.
- c) The Tribal Member may appeal the decision/sanction of the Education Office and Education Committee, within five business days of receipt of the sanction, to the CEO whose decision shall be final. In the absence of the CEO, the decision may be appealed to the Office of the Chief Legal Counsel, whose decision shall be final.

Agreement/Release/Waiver:

In accepting the Education Office sponsorship to attend event(s)/program(s), I agree to adhere to the principals and obligations of the Education Code of Conduct. I voluntarily confirm my acceptance and participation in the event(s)/program(s). I release the Nottawaseppi Huron Band of the Potawatomi (NHBP) and its directors, officers, employees, agents, or volunteers, from any and all liability and waive any and all claims for injury, loss or damage.

Applicant (over 18 years of age) or Parent/Guardian **Printed Name**

Date

Applicant (over 18 years of age) or Parent/Guardian **Signature**

Date

Attest:

Membership Services Manager

Date



MIKCHÉWIWAK NADWÉZIBEKO • MEMBERSHIP SERVICES

**HIGHER AND VOCATIONAL EDUCATION PAYMENT ASSISTANCE PROGRAM
FINANCIAL AID VERIFICATION FORM**

PART I - STUDENT INFORMATION

Student's Legal Name _____

Student ID# _____

Name of Educational Institution _____

FAFSA submitted? Yes No

I give permission for the release of financial information to the Nottawaseppi Huron Band of the Potawatomi Education Office.

Student Signature: _____ **Date:** _____

PART II – TO BE COMPLETED BY FINANCIAL AID OFFICER

School Year: _____ **Current Cost Per Credit Hour:** _____

	Fall	Winter/ Spring	Summer		Fall	Winter/ Spring	Summer
Tuition	_____	_____	_____	Indian Tuition Waiver	_____	_____	_____
Fees	_____	_____	_____	Pell Grant	_____	_____	_____
Books & Supplies	_____	_____	_____	Other Grants	_____	_____	_____
Room and Board	_____	_____	_____	Scholarship	_____	_____	_____
Transportation	_____	_____	_____	Parent Contribution	_____	_____	_____
Misc. Expenses	_____	_____	_____	Student Contribution	_____	_____	_____
Other: Specify	_____	_____	_____	Loans (Accepted)	_____	_____	_____
				Other	_____	_____	_____
TOTAL EXPENSES:	\$ _____	\$ _____	\$ _____	TOTAL RESOURCES:	\$ _____	\$ _____	\$ _____

Notes: _____

I certify that the financial need and the amounts of institution-administered financial aid offered the above student to be in compliance with current applicable rules and regulations governing federal, state, and this institution's financial aid policies and programs. Student has filed all forms needed for Pell Grant including FAFSA.

Financial Aid Officer Printed Name and Signature _____

Telephone Number _____

Date _____

*Form may be mailed, e-mailed, or faxed. Migwéché! (Thank you)
(Original forms are not necessary)*