



**MIKCHÉWIWAK NADWÉZIBEKO • MEMBERSHIP SERVICES**

**EDUCATION ENHANCEMENT PROGRAM POLICY AND APPLICATION**

1. Assistance
  - a. Program participants may utilize a combined total of \$5,000 per school year for tutoring and/or private education (including licensed preschool and homeschool costs).
    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. Submit a completed Education Enhancement Program Application
  - c. Program may be utilized for home school instruction and/or curriculum.
  - d. Tutoring assistance may be utilized by Pre-K-12 or higher/continuing education students.
  - e. Tutoring program participants/parents/guardians must:
    1. Utilize a professional agency or certified teacher.
    2. Provide a minimum of a 24 hour notice to a provider for canceled sessions (or timeframe outlined by provider)
  - f. The Education Office may discontinue or adjust payment assistance if a student:
    1. Fails to comply with the recipient responsibilities.
    2. Participant has three unexcused sessions.
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.
    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, 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.
    1. Additional sessions will not be eligible for NHBP funding until paid in full to provider.
  - e. Students facing unexpected personal hardship or other extenuating circumstances who have elected to withdraw from sessions may request relief from the repayment obligation by requesting relief in writing, which details the circumstances which required the student to discontinue the program, including any documentation to verify such circumstances. Documents will be submitted for review by the NHBP Education Committee which shall have the discretion to determine whether relief from repayment obligations is warranted.

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. Migwéchi! (Thank you)*