



**HIGHER EDUCATION BOOK AND SUPPLY PROGRAM  
POLICY AND APPLICATION**

1. Assistance
  - a. \$1,000 may be used throughout the academic school year (fall-summer).
    1. Limit may be adjusted for special circumstances for essential need items.
2. Qualifications
  - a. Enrolled NHBP Tribal Member registered at an accredited college, university, institute, or trade school.
  - b. Files current with the 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 Higher Education Book and Supply Program application.
  - c. Provide a copy of a current student schedule or verification of program enrollment if the student is not currently utilizing the Higher/Vocational Education Payment Assistance Program.
  - d. Use funding for books and supplies directly related to classes in which they are enrolled.
4. Payment
  - a. Those wishing to make payment directly to the provider must submit a request three weeks prior to class start 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.
    3. Reimbursement cannot be provided for purchases made utilizing school financial aid.
  - 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.

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Student name Tribal ID#

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Applicant Signature Date

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