

Quartz Valley Indian Reservation

Non-Gaming Distribution Education Fund

Tribal Educational Assistance Program

ALL REQUESTS

- A. All applicants shall be Quartz Valley Indian Reservation Tribal Members.
 - a. If an applicant is under the age of 18 years old, a Minor, the student's parent/legal guardian must also sign all documentation for application to be processed.
- B. All requests **must** be approved prior to funding being available.
- C. All applicants **shall** fill out and complete the NGD-Education Application for a request to be considered.
- D. All applicants **shall** write a letter to the NGD Education Committee giving an explanation and reasoning for their request; without a letter the application will **not** be considered complete. **This Letter needs to be signed with the last 4-digits of your Social Security Number.**
- E. All requests honored **will** be deducted from the total amount allowed for one school year (service date of first award will be considered the starting date of school year).
- F. The Non-Gaming Education committee is **not** obligated to fund all requests.
- G. The Non-Gaming Education committee has the authority to approve or deny a request; however, if a request should be denied the applicant can go before the General Council to appeal the decision.
- H. The Non-Gaming Education Board has set limits on all awards; however, if the award should not cover the full amount the NGD-Education Board will consider request on a case-by-case basis. If the NGD Education committee should choose not to cover the full amount the applicant can go before the General Council to appeal the decision.
- I. Maximum award(s) for one year cannot exceed \$1,000.00 total; therefore, the applicant understands if multiple Education Requests are awarded in a year the grand total for the year will not exceed \$1,000.00. A "year" starts the day of approval (ex. Award is approved by most of the Board members on September 1, 2012- Awards cannot exceed \$1,000.00 before September 1, 2012). The only exception is listed below under "Senior Project" see below for more information.
- J. All applicants shall fully understand that policies are subject to change at any time; therefore, when requesting funding from the Non-Gaming Education Fund it is the responsibility of the applicant to know what the current policies state. To ensure that all applicants understand the policies the Education Department will be responsible to receive a signed copy of the "Policy Acknowledgement" page prior to any award.
- K. Reimbursement: The NGD Education Board is not obligated to reimburse students; with this in mind it is in the best interest of the applicant to receive approval for reimbursement prior to purchase; purchases not done in the proper order may not be funded. Please understand if you need to purchase an item immediately contact the QVIR Education Department for assistance to ensure you have followed the proper steps.
- L. Lifetime Maximum- No individual will receive more than \$8,500.00 from this program in a lifetime.
- M. All applicants shall be responsible to reimburse QVIR tribe with the next scheduled Per-Capita disbursement if an applicant should quit/withdraw during a quarter/semester from any education

program the tribe has issued payment for; I also understand I shall not be eligible for future NGD Education awards until the previous award has been paid back in full.

- N. The Education Board is made up of five Adult QVIR Tribal Members; a majority vote will determine approval/denial and amount awarded.
 - a. In the event the Education Board should have less than 5 members a majority vote will still need to be met to move forward with an award.
 - b. For voting purposes, all members are contacted through email or in-person.
 - c. Voting Members do not have access to the student's name; all requests are done in coordination with a numbering system.

In the Event the Education Board should deny a Tribal Members request:

As a Quartz Valley Indian Reservation Tribal Member trying to receive assistance through a Tribal Program, you have a right to appear before the General Community Council to appeal a decision made by the NGD Education Board. If you would like to appear before the General Community Council to appeal the decision made, please contact the Tribal Secretary to be placed on the next General Community Council Agenda under "New Business," for discussion purposes only; your appeal will then be placed under "Old Business," for the following meeting, to be voted on. Please understand, this is the final step to the appeal process; what the General Community Council decides is final.

JOB ALLOWANCE

Eligibility requirements: once a year from service date.

- A. Seeking Employment:
 - a. Tribe will purchase one interviewing outfit when seeking employment. To be eligible for this assistance the applicant must first visit the Education Department to establish an "Employment file" this will include a resume, interviewing questions, and cover letter. Limit \$75.00.
 - b. Tribe will assist in transportation to and from interview, mileage shall not exceed 150 miles round trip; the tribe shall only transport the tribal member interviewing. This will be a one-time service in a 2-year period.
- B. Clothing Allowance:
 - i. Clothing assistance must be requested within the first month of a new job; this will be validated by letter from employer; in the event of a newly implemented dress code a letter from employer is still required within the first month of implementation.
 - ii. The first initial request will be allotted the full amount of \$200.00 for assistance (one-time service). This request will be honored for 3 years. Each request after the first initial request will have a maximum limit of \$100.00. A copy of the employment letter from the new employer stating the new position and starting date is required. The maximum to receive in a lifetime is \$500.00, no exceptions.
 - iii. Tribe will also assist on a case-by-case basis for individuals seeking clothing when not in a new job atmosphere. Proper Documentation will be required to justify request (i.e., new dress code). This is a one-time service with a maximum limit of \$200.00; this amount will count towards the lifetime limit of \$500.00.
- C. Equipment/Materials:

- i. The tribe will purchase equipment/materials for jobs when required to complete job tasks. All equipment/material requested must be a requirement of the job and be in letter form from the employer. The limit is \$300.00 (this is one-time service).
- D. Job Related -Certification/Training/Workshops –
- i. Tribe will assist in cost of Training/Certification directly related to a potential job or job offer; documentation will need to be attached to application stating institution or course name, cost of training, date of training, and registration. Based on the timeline of the job opportunity this request can be reimbursed if it affects the completion of the training/course. The maximum award per year is not to exceed \$300.00.

VOCATIONAL TRAINING/COLLEGE – HIGHER EDUCATION

Eligibility requirements: This service is offered once a year. If School/College is not completed, you will forfeit your eligibility for a year, which begins on the day the Education Department is notified of incompleteness. It is a requirement to seek assistance from the QVIR Education Department if going to an Accredited Institution. After each semester, a copy of your grades must be copied and sent to the QVIR Education Department for you to be eligible for any future request. At the beginning of each semester, a copy of your new class schedule must be copied and submitted to the QVIR Education Department for you to be eligible for funding.

- A. Enrollment: All new students will need to submit a letter of acceptance from school, and a course schedule for the upcoming semester. All returning students will need to submit grades from any previous Higher Education Institution.
- a. Students enrolled in 12 credits, or more, are eligible to receive the maximum award of \$500.00 per semester.
 - b. Students enrolled in 11 credits or less are eligible to receive a maximum award of \$250.00 per semester.
- B. Equipment:
- a. Tribe will assist in purchasing equipment required to complete class (Example: software, camera, tools, supplies, etc.). The limit is a one-time service per type of equipment and the maximum award shall be \$250.00. The maximum to receive in lifetime is \$500.00, no exceptions.
- C. Computers/Laptops
College/Vocational Students Only – if eligible for a laptop or Desktop computer it will be purchased by the Quartz Valley Indian Reservation (no exceptions). This is a one-time service. The limit is \$500.00.
- i. If you should not complete a full school year while maintaining 12 course credits and a 2.0 Grade Point Average (G.P.A.) all equipment shall be returned to the QVIR Education Department in full working order.
 - 1. If you should not return the equipment to the QVIR Education Department the full cost of the computer shall be subtracted from your next Per-Capita disbursement.
 - 2. If the equipment is returned in a non-working order to the Education Department the cost of fixing the equipment shall be subtracted from your next Per-Capita Disbursement; this will be documented by invoice.

D. Cost of Living:

- a. Tribe will assist on a case-by-case basis for individuals seeking “Cost of Living” assistance. Receipts and other documents shall be requested to support this request. Limit \$350.00 per year.
 - i. This includes but is not limited to: Dormitory cost, Rent, Food, Utility Bills, etc. Supporting documentation will be expected for Dormitory Cost, Rent, Utility Bills, etc.

E. Books:

- a. Books required for classes will be purchased through the Quartz Valley Indian Reservation unless time restraints affect the grade of student; in this case the student will keep all receipts sending copies to the QVIR Education Department for reimbursement (Remember: all requests must be done prior to purchase – reimbursement will not be honored if not done in proper order). The limit is \$600.00 per school year.

F. Tuition:

- a. Higher Education or Vocational Training in a College setting - tuition or cost for classes will be paid for by the Quartz Valley Indian Reservation unless time restraints affect the desired classes of student; in this case the student will keep all receipts sending copies to the QVIR Education Department for reimbursement (Remember: all requests must be done prior to purchase – reimbursement will not be honored if not done in proper order). The limit is \$1,000.00 per school year; thus, the maximum award for a full-time student per semester is \$500.00 and the maximum award for a part-time student per semester is \$250.00; therefore, at no time shall \$1,000.00 be awarded during a single semester.
- b. Vocational Training tuition for career/training setting will be paid for by the Quartz Valley Indian Reservation unless time restraints affect the desired classes of student; in this case the student will keep all receipts sending copies to the QVIR Education Department for reimbursement (no reimbursement will be honored unless already approved). In the event this is an online institution documentation stating the certifying process must be attached; in addition, if the online institution requires mandatory hours and assignments passed this information must be provided on a quarterly basis to ensure the applicant is meeting the set requirements therefore each student will need to sign a personally designed contract with the agreed upon terms determined by the Education Board. (Remember: all requests must be done prior to purchase – reimbursement will not be honored if not done in proper order). Limit is determined on a case-by-case per request.;
 - i. Requests are noted as different careers.
 - ii. Can receive services once a year if the chosen career has not changed.
 - iii. honored once every 3 years per different career.
 - iv. Can only be utilized 3 times (per different career) in a lifetime.

G. Transportation

- a. Tribe can assist in the cost to travel to and from school or assist in the cost to relocate to school (by plane, train, or bus) (determined on a case-by-case basis). Receipts and other documents shall be requested to support this request. The recipient understands that in the event he/she should not complete the semester the recipient shall be responsible to payback this funding prior to any future awards. Limit \$350.00 per semester.

H. Supplies

- a. Supplies for classes will be paid for by the Quartz Valley Indian Reservation unless time restraints affect the student's completion of assignment; in this case the student will keep all receipts sending copies to the QVIR Education Department for reimbursement (Remember: all requests must be done prior to purchase – reimbursement will not be honored if not done in proper order). All supplies must be a requirement of the class. The limit is \$75.00 per semester.

ELEMENTARY—JUNIOR HIGH – HIGH SCHOOL

Eligibility Requirements: One request per school year per item. If School or Project is not completed, you will forfeit your eligibility for a year. When submitting a letter for application both student and parent will need to sign the request for application, sign the letter, and policy acknowledgment form to be considered complete.

A. School Projects or Extracurricular Projects:

- a. School projects except for "Senior Project," required by the school that affects the grade of a student can be supported by this fund (determined on a case-by-case basis) or Educational Projects that can be proven to enlighten and teach a student with supporting documents. Supplies for project will be paid for by the Quartz Valley Indian Reservation unless time restraints affect the student's completion of assignment; in this case the student will keep all receipts sending copies to the QVIR Education Department for reimbursement (Remember: all requests must be done prior to purchase – reimbursement will not be honored if not done in proper order). The limit is \$250.00 per year.

Senior Project – Special Circumstance

- B. The Senior Project shall be treated differently than a School Project since this project is a Graduation requirement. This Project will not count against the overall \$1,000.00 maximum award. The maximum award for a Senior Project shall be \$350.00. Students shall have the opportunity to utilize some of the QVIR accounts to maintain accurate documentation; students that should choose not to utilize the QVIR accounts shall treat their award as a reimbursement; therefore, all receipts must be accounted for and turned in to the Education Department; reimbursement will not take place without receipts.

C. Musical Instrument:

- a. The Tribe will assist in purchasing musical instruments or instrument supplies for students involved in the school band. Instruments will be paid for by the Quartz Valley Indian Reservation unless time restraints affect the student's attendance in the band; in this case the student is eligible for reimbursements. Keep receipt and send copy to the QVIR Education Department for reimbursement (Remember: all requests must be done prior to purchase – reimbursement will not be honored if not done in proper order). The student/parent is responsible for obtaining all information pertinent to purchasing the instrument. The maximum award is \$400.00; this request will be honored for 5 years; the 5-year span will begin the day the student receives his/her instrument.
 - i. (For Example: if a student receives his/her award on January 13, 2010, then he/she will not be eligible for the full \$400.00 award again until January 13, 2015.
 - ii. This service can only be utilized 3 times in a lifetime.

- iii. Students having to pay fees to participate in Band/School band can submit for reimbursement up to **four** times not to exceed **\$1000.00** in total.

D. Sports:

- a. The Tribe will assist in purchasing equipment for students involved in extracurricular sport activities. Tribe will assist in paying fees for students involved in extracurricular sport activities; however, it is the student's/parent's responsibility to seek other resources available through QVIR first. Equipment and Fees for sports will be paid for by the Quartz Valley Indian Reservation unless time restraints affect the student's participation in the extracurricular activity; in this case the student will keep all receipts sending copies to the QVIR Education Department for reimbursement (Remember: all requests must be done prior to purchase – reimbursement will not be honored if not done in proper order). The limit is \$200.00 per year.
 - i. Allowable Cost: Sports for school, League Sports, Team/Individual Sports, Camps, and Equipment.

E. Educational Trips/Camps:

- a. Tribe will assist on a case-by-case basis for individuals seeking “Educational Trip” assistance. All requests must have documentation from proper officials. Request must include cost, dates, and organization/agency to make check payable to. No checks will be made out to the student or the parent. Tribe will assist on a case-by-case basis for individuals seeking “Educational Trip” assistance. All trips through school shall be considered an “Educational Trip.” The limit is \$500.00. This request will be honored onetime per student in a **5-year span**.

F. Tutoring:

- a. Tribe will help with payment for students needing tutoring support. Students must have supported documentation stating the child's need. Tribe will assist in paying fees for student tutoring; however, it is the student's/parent's responsibility to seek other resources available through QVIR first. It is also the responsibility of the Parent to ensure the tutor is showing-up for the time specified in the contract developed by the Quartz Valley Indian Reservation. The limit is \$500.00 per year.

G. Equipment:

- a. Tribe will assist in purchasing equipment required to complete a class (Example: software, camera, tools, supplies, calculator, etc.). This request must have supported documentation with a letter from the instructor of the class. The limit is \$150.00 per request.
 - i. Only 3 different requests will be honored.
 - ii. **No item will be purchased twice.**
 - 1. **For instance, if a camera is purchased in the year of 2009, then in the year of 2015 a camera cannot be purchased again.**

H. Registration Fees:

- a. Registration for school for student to attend will be paid directly to school by the Quartz Valley Indian Reservation. This request must have supported documentation. The limit is \$1,000.00 per year.

I. Clothing Allowance:

- a. The Tribe will purchase clothing to fit your new work environment. A copy of the employment letter from the new employer stating the new position and starting date is required. Limit is \$125.00
- b. The Tribe will purchase clothing required for a class (i.e., PE); a copy of the class syllabus stating the requirement will need to be submitted. Limit is \$100.00
- c. The tribe will purchase clothing for students for scholarship purposes. Limit is \$75.00

PROCEDURE:

- A. Request Application:
 - a. Contact QVIR Education Department at (530)468-5907 or by email, frieda.bennett@qvir-nsn.gov or tara.quinn@qvir-nsn.gov
 - b. Request the NGD Education Application
 - i. Applicants will receive: Application, Policy & Procedure, Policy Acknowledgement Form, and instructions to complete the application.
- B. Submitting Application with Supporting Documentation:
 - a. Complete Applications
 - i. Include: Completed Application, Letter to Education Board, Supporting Documentation for request and Signed Policy Acknowledgement Form
 - ii. Letter or Email will be sent to the applicant to notify them of their standing.
 - iii. Application will be processed and submitted to the Education Board.
 - b. Incomplete Applications- shall not be processed or submitted to the Education Board. The Applicant will be notified immediately either through Letter or Email of their standing.
- C. Process Application: All Applicants will be Identified as a Number. This number will be determined prior to the voting process by the Education Board.
 - a. Once all the necessary documentation has been received the Education Department will draft an Authorization form for the Education Board; this form includes.
 - i. The name of the Applicant
 - ii. The day the application was submitted and completed.
 - iii. The day the letter was submitted.
 - iv. A description of the request.
 - v. The cost of the request.
 - vi. The maximum amount that can be received; and
 - vii. An Education Department Comment.
- D. Approval or Denial: Once the Authorization Form is completed it is attached to the Application and distributed to the Education Board. Distribution could occur in two forms: Email and Hard Copy
 - a. The Board Members Review the application.
 - i. If a Board Member has questions about the Request the Education Dept. is contacted. The Education Dept. then either offers clarification or contacts the applicant for clarification; this information is then relayed to the Board as a whole.
 - b. The Board Members Vote on Request
 - i. For the request to be approved or denied at least 3 Board Members must approve or deny the request (this is majority).

1. In the event the Education Board should have less than 5 members a majority vote will still need to be met to move forward with an award.
 - ii. The voting process can vary in time.
- E. Correspondence: The Education Department will be in contact with both the Education Board and the Applicant during this process. Common Correspondences are:
- a. Need supporting documentation.
 - b. Incomplete application
 - c. Notifying Board Members of request
 - d. Email Approval or Denials
 - e. Questions from Board Members to Applicant
 - f. Status of Request
 - g. Letter of Approval
 - h. Letter of Approval to school
- F. Finance Department:
- a. If approved the Education Dept. supplies the Finance Dept. with supporting documentation for distribution of funds. This may include but not limited to:
 - i. Finance Authorization Form
 1. Student Name
 2. Name of School
 3. Address of School
 4. Student Identification Number
 5. Amount of Award
 6. Date of Award
 7. Education Representative Signature
 - ii. Authorization Form from Board with Signatures
 - iii. Complete Application
 - b. The Finance Department sends checks directly to the institution's address. This check is made payable to the student unless instructed otherwise.