

# BOOK REIMBURSEMENT

## Policies & Procedures

### PURPOSE

The Purpose of this program is to provide partial reimbursement of books to Cow Creek Band of Umpqua Tribe of Indians Tribal members pursuing a Vocational Degree or Certificate, Associate, Bachelor, or Graduate Degree from an accredited college or University. Books must be required by instructional institution for currently enrolled courses. All educational institutions are subject to review and approval by the Education Programs Manager prior to providing funding for Tribal member participation.

### DEADLINES

Students **MUST** submit their required documentation by deadline to receive reimbursement.

#### SEMESTER STUDENTS

Fall - October 15  
Spring - March 15  
Summer - July 15

#### TERM STUDENTS

Fall - November 15  
Winter - March 1  
Spring - May 15  
Summer - August 1

**Students applying for the program must submit their applications and valid receipts through this link:**

<https://www.surveymonkey.com/r/cowcreekeducationalbenefits>

\*This program falls under the Indian General Welfare Act and is NOT a taxable benefit. You will NOT need to report this on your federal or state income taxes.

# ELIGIBILITY REQUIREMENTS

Applicants must meet the following eligibility requirements in order to be eligible for program funding:

- An enrolled member of the Cow Creek Band of Umpqua Tribe of Indians;
- Have obtained a high school diploma, GED certificate, or a home-school diploma;
- Enrolled at, or accepted at, an accredited Academic Institution, College, or University.
- Pursuing a Vocational Degree or Certificate, Associate, Bachelor, or Graduate degree.
- Adhere to all rules and regulations of conduct as established by the College or University;

# REQUIRED DOCUMENTATION

- Completed Higher Education Book Reimbursement Program application / request form
- Official proof of payment for reimbursement of required books

# TERMS & CONDITIONS

- Students must submit a Higher Education Book reimbursement Application
- Students must meet the minimum academic requirements of completing the number of credits for which they were funded through the Higher Education Program and receive a passing grade of A, B, or C.
- Students must take at least 12 credits per term/semester for undergraduate and appropriate number of credits (per university standing) for graduate level to be eligible to receive maximum full-time benefits.
- Students who withdraw for any reason before the term/semester is over without prior contact with the Education Programs Manager will be required to reimburse the Education Division for the reimbursement of the book(s) associated with the/those class(es).

# FUNDING

The Higher Education Book Reimbursement program funding will be distributed in equal increments based upon the operating system of attendance.

Part-time attendance status will be adjusted proportionately to the amount of credits taken.



\$1,002

## Maximum Funding Limits per Academic Year

For Full-Time Students

\*Part time students will be reimbursed proportionately to the amount of credits taken.

**Term System**

\$334 maximum funding level per term.

**Semester System**

\$501 maximum funding level per semester.

\*These reimbursements assume no summer courses.

# DEBT

Funding will be mailed directly to the school of attendance along with an award letter noting the amount that will be funded each term/semester. Funding must be applied towards the cost of tuition, books, and fees first and any remaining funding will be disbursed back to the student by the school of attendance.

# PROBATION, SUSPENSION, & REPAYMENT

- The Education Programs Manager will notify program recipients in writing when they fail to meet the program academic requirements.
- Students who fail to meet the minimum academic requirements listed in section above will be placed on Academic Probation for their next term/semester of attendance.
- Students who have been placed on Academic Probation and fail to meet the minimum academic requirements listed above for their next term/ semester of attendance will be suspended from the Higher Education Book Reimbursement Program.
- Students who have been suspended from the Higher Education book Reimbursement Program may apply for reinstatement after they have attended one term/semester at their own expense. Students will be required to meet the minimum academic requirements of earning at least an A, B, or C for the term/semester and provide evidence of the successful completion to the Education Programs Manager with their request for reinstatement. Students who are approved for reinstatement will be placed on Academic Probation for the term/semester for which they have been reinstated. If the student meets the minimum academic requirements for the reinstatement term/semester then they will be removed from probation.
- Students may only be placed on an Academic Probationary status two (2) times while receiving funding. After a student is placed on Probationary status for the second time, from that time forward, if the student does not meet the academic requirements of the program, they will be placed on a suspended status and will have to follow the reinstatement process above
- Students who withdraw before the term/semester is over without prior communication with the Cow Creek Education Programs Manager for that grading period, will be required to REIMBURSE to the Tribe, all book reimbursement funds and will not be eligible for additional funding until the amount is paid in full.

# CONTACT

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