

Higher Education Reimbursement Program

The Middletown Rancheria of Pomo Indians of California is a federally recognized Tribe of Lake County, California. The General Council is comprised of adult Tribal Members 18 years of age and older. The Tribal Council is elected officials of the Tribe and is empowered to oversee and implement day-to-day operations of the Tribe.

The Higher Education Reimbursement Program shall pertain to Vocational Trade Schools, Accredited Junior, State and/or Community Colleges and an Accredited University.

This Higher Education Reimbursement Program was created to assist Tribal Members of Middletown Rancheria for costs associated with qualified educational expenses and based on the Budget, which may vary annually.

The Tribal Council enacted the Higher Education Reimbursement Program at a duly called Tribal Council meeting held on Thursday, August 3, 2006. This Program was revised at a duly called Tribal Council meeting held on Thursday, April 16, 2009.

ELIGIBILITY:

- A recognized Tribal Member of Middletown Rancheria of Pomo Indians of California.
- Must have followed all requirements for any previous higher educational reimbursements under this enacted program. Any discrepancies must be resolved before any future reimbursements can be made.

DEFINITIONS:

- Vocational Students seeking non-degree business or vocational and technical training.
- Vocational Training/Schooling that is accredited will be provided to all Tribal Members up to two (2) types of vocational programs per member.
- College and Universities that is accredited and nationally recognized.

REQUIREMENTS:

- An identification card and social security number must be maintained on file.
- Tribal student must maintain continued enrollment of any class and/or school course that related reimbursement was made.
- Verification will be provided upon request, failure to do so will automatically suspend any reimbursement.
- Tribal student must receive a passing grade in the related class and/or school course for which reimbursement was made and provide proof of completion with passing grade to the Tribal Office accounting department immediately (no later than 30 days) upon the completion of said class and/or school course.
- Original paid receipts for qualified expenses must be submitted to the Tribal Office accounting department for reimbursement to be made.
- If for any reason Advanced Funding is requested by the Tribal student, an *Advance Funding* form must be completed and submitted to the Tribal Council with an explanation of special circumstances and/or hardship to which a reimbursement would be made too difficult upon the Tribal student. Tribal Council will review the completed *Advance Funding* form at a duly called Tribal Council meeting. All requests are subject to available funding.
- In the event a Tribal student is in default of the above-mentioned requirements, all funds are subject to recovery back to the Tribe by deductions of future Tribal Distribution (Per Capita) payments to the Tribal Member.
- If for any reason the above-mentioned requirements are not met, the Tribal student can complete a "*Waiver of Requirement*" form to the Tribal Council detailing an explanation of special circumstances and/or hardship to which continued enrollment and/or a passing grade was not achieved. The Tribal Council will review all such Waiver requests at a duly called Tribal Council meeting and approve or deny the request.

QUALIFIED EXPENSES:

- Tuition, Books, Enrollment Fees, Application Fees and other Fees imposed and/or required by the college, university or trade school.
- Required materials for Vocational Trade Schools. In some cases, a list of required materials from the Vocational Trade School may be required for reimbursement.
- Other required course materials as deemed necessary by the accredited school or college.
- Students receiving Education Assistance must maintain an acceptable academic standing at college; must complete the school year or specified period. Grade reports of each student are to be reviewed at the end of the semester or quarter. Students earning less than a "C" average will be reviewed on a case-by-case basis by the Tribal Council or its designee.
- In the event that educational expenses exceed funding of the Tribe, we may ask that the Student obtain Financial Aid/Assistance through Student Loans and the Tribe will provide reimbursement to the Student on a monthly basis not to exceed \$300.00 per month while the Student Loan(s) are in deferment and/or until paid in full. In this case, Tribal Member will have to commit to and complete the program and receive a vocational certificate or college degree.

- Tribal Members that have obtained Student Loans through qualified lending institutions in previous years can be reimbursed by the Tribe through a payment plan on a monthly basis not to exceed \$300.00 per month. The Tribe will not provide any back pay of reimbursement only current billings. There must be a copy of vocational certificate(s) or college degree(s) or college diploma(s) associated with the Student Loan(s) in repayment.
- **All reimbursements are subject to available funding.**

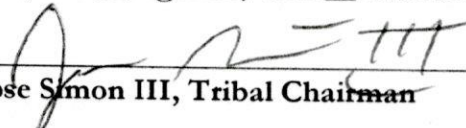
Transportation and/or fuel costs associated with attending classes and/or courses are not qualified under this Higher Education Reimbursement Program.

PROCEDURES:

- Original paid receipts must be submitted to the Tribal Office accounting department with a completed "Request for Reimbursement" form no later than 30-days from date of receipt(s).
- Proof of completion must be received immediately (no later than 45 days) following each class and/or courses with the passing grade.
- If applicable, a completed *Advance Funding* form must be submitted to the Tribal Council, or its designee.
- If applicable, a completed *Waiver of Requirement* form must be submitted to the Tribal Council, or its designee.
- If funding becomes limited or unavailable, the Tribal Member student will be notified immediately.
- **All reimbursements are subject to available funding.**

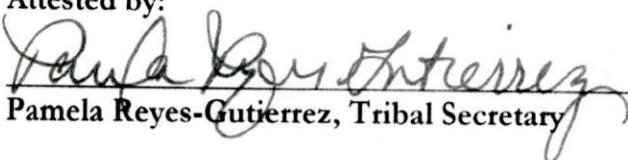
CERTIFICATION

This is to certify that the Higher Education Reimbursement Program Revised February 2017 and was approved at a duly called Tribal Council Meeting held on Thursday, February 2nd, 2017 and will become effective as of this date, by a vote of 3 For, and 0 Against, with 0 Abstaining.



Jose Simon III, Tribal Chairman

02/02/2017
Date

Attested by:


Pamela Reyes-Gutierrez, Tribal Secretary

02/02/2017
Date

- Forms: Higher Education and Vocational Assistance Application-Form 1
Higher Education Request for Reimbursement-Form 2
Higher Education Waiver of Exception Request-Form 3
Higher Education Advance Funding Request-Form 4