

SAN LUCY DISTRICT EDUCATIONAL ASSISTANCE POLICIES & PROCEDURES

A. POLICIES

1. San Lucy Education Department has established a form to assist District Members to pay for expenses related to non-emergency educational, cultural, recreation or traditional needs. Applicants are encouraged to seek other assistance from the school (for computer/laptop) before applying for Education assistance, if the school is unable to provide assistance, applicant must provide a letter from school stating the reason of denial. The Fund is to provide assistance in addition to other types of funding and is not intended to cover the complete cost of expense.
2. In order to allocate limited funding among applicants, the program is available to enrolled members of San Lucy District or registered voters of the San Lucy District. If applicant is under 18 years old, the parent must be an enrolled member or registered voter of the San Lucy District.
3. An applicant is not eligible to receive assistance if educational funds are received or pending from another district.
4. Applicants must apply for assistance at least two weeks prior to the period for which funds are being requested.
5. Applicants may be awarded up to but not to exceed \$600.00 per 12-month period per applicant. The applicant is limited to one application and one award per fiscal year. The fiscal year runs from October 1 through September 30. You must submit 3 bids or quotes including the seller's address if requesting a computer/laptop.
6. The Finance Department will issue check(s) under the Education Department made payable to the school or vendor(s). Applicants are advised that it may take up to two weeks for the Finance Department to issue check(s). If funds are issued directly to the applicant for other expenses, the applicant is required to provide original receipts within thirty days of purchase demonstrating the use of the funds for requested expenses. Any funds remaining after payment of requested expenses shall be returned to the District. If no receipts are turned in, you will not be able to receive any assistance until a year from your application. And is responsible for repaying any funding awarded.
7. If applying for education assistance applicants are required to maintain contact with the San Lucy District education staff during this period. Applicants are required to submit a copy of their grades at the end of each semester to the

Education Department and are expected to maintain passing grades in courses sufficient to remain in school and complete the grade level for which funds were received.

8. If applying for assistance pertaining to education and a student withdraws from school for which funds were awarded he or she will immediately notify the Education Department. If the student does not have good cause for withdrawing, the student shall repay the San Lucy Education Department and the student is not eligible for future awards until such funds are repaid. If applicant is under 18 years old parent or guardian shall be responsible to repay any funds that was awarded to the student.
9. Applicants applying for recreational assistance associated with a school sponsored program, must provide a letter from the school, a copy of their current or most recent report card or progress report verifying their eligibility, as well as maintain passing grades through the end of the semester.
10. Applicants applying for recreational assistance associated with a non-school sponsored program must provide a letter from the program verifying their participation as well as a program schedule.
11. Applicants applying for recreational assistance pertaining to a summer recreation program and/or sports camp must provide an acceptance invitation letter from the program/camp verifying their participation as well as a program schedule or camp itinerary.
12. Applicants applying for cultural/traditional assistance must provide a letter from the program verifying their participation as well as a program schedule or event agenda.
13. Each completed application will be considered on the basis of availability of funds, financial need and surrounding circumstances.
14. The Education Department is funded beginning on October 1 to September 30 fiscal year, which may impact funding availability.

B. PROCEDURES

1. Applicants can obtain assistance from Education Department. The Home/School/Community Coordinator or Community Education Supervisor will explain the complete process and assist the applicant in completing their form.
2. The Education Department will verify the information set forth in the completed application as supporting documents requested.
3. If the Home/School/Community Coordinator or Community Education Supervisor receives an application that is not complete, the applicant will be notified through email or letter.
4. The Home/School/Community Coordinator or Community Education Supervisor will verify funds are available and the applicant has not exceeded funding limitations.
5. The Home/School/Community Coordinator will forward completed application and along with supporting documents to the Education Supervisor.
6. The Community Education Supervisor will contact applicant if additional information is needed. If additional information is required, it is the responsibility of the applicant to provide the requested information or documents to the approval of the supervisor.
7. If approved by the Education Supervisor, the application is noted and provided to the Finance Department for payment. Education staff will notify the applicant of the award.
8. If the applicant is denied by the Community Education Supervisor or the Home/School/Community Coordinator a letter will be sent, for their denial (reason).

SAN LUCY DISTRICT EDUCATION ASSISTANCE CHECKLIST

Submit the following documents with your application for assistance or provide an explanation as to why such documents are unavailable.

1. Copy of Tribal ID
2. Letter from school to verify you are in school or you are online student
3. Copy of class schedule
4. Letter stating why you need assistance
5. You must submit 3 bids or quotes including the seller's address if requesting a Computer/laptop. (Reference to A. Policy #5)
6. Recreation – School Sponsored Program
 - a. Provide a letter from school verifying eligibility
 - b. Copy of current or most recent grades
 - c. Maintain contact with department as well as maintain passing grades through the end of the semester
7. Recreation – Non School Program
 - a. Letter from program verifying participation
 - b. Copy of program schedule
8. Sport Camps & Summer Programs
 - a. Letter from camp or program stating acceptance or selection
 - b. Copy of camp or program schedule
 - c. Copy of final semester report
9. Cultural
 - a. Letter from program verifying participation
 - b. Copy of event agenda or itinerary

Should you have any questions, please contact the Home/School/Community Coordinator at 928-683-2012.

Thank You.

SAN LUCY DISTRICT
EDUCATION ASSISTANCE APPLICATION

Date Received: _____

NEED ASSISTANCE IN:

____ Educational ____ Recreation ____ Cultural/Traditional ____ Other

Description: _____

Name _____ DOB _____

Address _____ SSN _____

City _____ State _____ Zip Code _____

Home Phone _____ Message Phone _____

Email address _____

Enrollment No. _____ District _____ Village _____

Registered Voter of the San Lucy District Yes ____ No ____

Have you ever received a San Lucy District Education Assistance? _____

If so, when _____ Amount(s) \$ _____

Complete Following Section If Applicant Is Less Than 18 Years of Age:

Father _____ Tribe _____ Enrollment No. _____

Registered Voter of the San Lucy District Yes ____ No ____

Mother _____ Tribe _____ Enrollment No. _____

Registered Voter of the San Lucy District Yes ____ No ____

Legal Guardian _____ Tribe _____ Enrollment No. _____

Registered Voter of the San Lucy District Yes ____ No ____

Complete the following section if requesting Educational Assistance:

Elementary School Attended _____ Grade _____

Address _____ City _____ State _____ Zip Code _____

School Phone Number _____ Contact Person _____

Jr. High/High School Attended _____

Address _____ City _____ State _____ Zip Code _____

School Phone Number _____ Contact Person _____

Diploma _____ GED _____ Year _____

College/s Attended _____ Degree(s) _____ Year _____

Address _____ City _____ State _____ Zip Code _____

School Phone Number _____ Contact Person _____

Complete the following section if requesting funds for Cultural/Traditional Assistance:

Name of Group/Person or Event: _____

Place performing: _____

Date performing: _____

Complete the following section if requesting funds for Recreation Assistance:

Name of Person/Team: _____

Items of Purchase: _____

Date funds will be utilized on: _____

List Expenses to be Paid by Education Assistance Funds:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL FUNDS REQUESTED FROM THE

SAN LUCY EDUCATION DEPARTMENT

\$ _____

I, _____ understand that I can only request assistance one (1) time per Fiscal Year (October 1-September 30). The maximum amount I can request is \$600.00 per fiscal year, I also agree that I must (initial down below):

____ Submit copies of grades at the end of the semester to the San Lucy Education Department

____ Maintain passing grades

____ Immediately notify the San Lucy Education Department if I should withdraw from my course or program

____ Repay the San Lucy Education Department if I should withdraw from my course/s or program

____ If items exceed the amount requested, I shall be responsible to pay the remaining balance

____ Submit all receipts and/or unused money to the San Lucy District Finance Department

____ Include the price of warranty, tax and fees if purchasing a laptop computer

Applicant signature _____ Date _____

Parent/Legal Guardian signature _____ Date _____

FOR OFFICIAL USE ONLY

____ COMPLETE DATE: _____ Staff Initial: _____

____ INCOMPLETE DATE: _____ Staff Initial: _____

Home/School/Community Coordinator signature _____

Approved _____ Not Approved _____ Date _____

Community Education Supervisor signature _____

Approved _____ Not Approved _____ Date _____

*This document and all information contained within as well as any files shared or transmitted with it are confidential and in compliance with all **HIPPA** and **FERPA** guidelines and also intended solely for the use of the individual and the San Lucy District.*