

Vicki Hill

Family Resource Manager

360-716-4931

Private School Required documents

The following items will need to accompany your application and invoice; this was created by the TTBOB; let me know if you need any further assistance.

- Application
- Invoice
- Report Cards
- Policy signed
- Tribal ID's
- **W-9 if the vendor/school has not had a check cut to them**

Please remit all items together for completed submission to process;

Respectfully

**PRIVATE SCHOOL \$10,000/TUTORIAL\$6000/HOMESCHOOL \$10,00 Yearly  
(Does not include full time Pre-kindergarten)**

**According to Funding Availability**

***Tutorial, Home school vendors must give updates of student's progression; if this is not met the payments will not be allocated until requirements are met. It's important to have the reports to ensure the students Tutorial/Homeschool funds are being utilized to their fullest potential. Home school Tutor's/students will follow state RCW 28A.225.010 (4) LAWS ACCORDING TO State of Washington and Tulalip Tribes Youth Service Policy available upon request.***

● **VENDOR INVOICE INCLUDING THE FOLLOWING:**

1. Students full name/tribal ID number
2. Dates of service and amounts
3. Vendor Address on the invoice with contact information
4. Vendor has to have a tribal vendor number if vendor does not a W-9 needs to be filled out for the tribal finance department

● **For compliance:**

5. Academic Plan securing student, schedule, progress testing, needs to be with application showing the students progressions  
Need of service with dates and costs, classes. Monthly reporting of schooling, homeschooling or tutoring will be required to ensure students progression.
6. **Progress report of (IEP OR SPECIAL NEEDS) is required to receive assistance for Tutorial, Home schooling services.**
7. Application needs to be filled out completely with correct address of applicant in case of mailing check.
8. If check is used to pay a copy of cleared check front and back from the bank must accompany the request as well as the order form of product invoiced amount/application for use of student form
9. If a debit/credit card is used for payment on line or otherwise a copy of the statement showing payment cleared.

**10. IF THE REIMBURSEMENT IS TO THE PARENT/GUARDIAN THEY MUST HAVE  
A VENDOR NUMBER ALSO:**

1. Tribal enrolled has a vendor number
2. Non-Tribal will need to fill out a W-9 to receive one through Youth Services.

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Family Resource Manager

[vickihill@tulaliptribes-nsn.gov](mailto:vickihill@tulaliptribes-nsn.gov)

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Required documents for Private school

The following items will need to accompany your application; completing this will progress your request through the financial system.

- Education application [www.tulalipyouthservices.com](http://www.tulalipyouthservices.com) under forms
- Invoice per each student with student's name, Tribal ID, invoice number and year payment requested.
- Academic plan per each student
- Report cards and progress reports of students present academic year
- Copy of Tribal ID
- Life long Policy signed per each student
- W-9 if the vendor /school has not received a check from our system.
- Parent/Guardian must be the contact to solidify the request

If you would like to set up an appointment to ensure the accuracy of your student's documents; please contact me via email to set up an appointment.

Respectfully



Tulalip Tribes  
Life Long Learning Policy

Private School

**Mission Statement**

The Tulalip Tribes offers funding and education resources to enrolled Tulalip Tribal members to meet their educational goals. To accomplish this mission the Life Long Learning department will:

- Provide educational opportunities and funding to all Tulalip Tribal Members.
- Maintain high standards in educational assistance.
- Develop partnerships with other schools, other programs and educational opportunities.

**Goals**

- The objective is to guide, assist, and encourage Tribal member scholars in their efforts to achieve their educational goals and to ensure everyone is treated fairly and respectfully.
- To provide monthly programs to community members and outreach work.
- Informational guidance will be provided to all students.

1. Application Process to apply for Life Long Learning funding for Private School K-12, and Other learning.

- a) Complete and sign the Life Long Learning Application on an annual basis.
- b) Provide a copy of Tulalip Tribal ID.
- c) Required to submit a complete education program plan and a goal letter.
- d) New students must complete a ½ hour education orientation or a 15 minute one on one orientation. Students and their orientation representative will then sign their agreement acknowledging receipt and indicating you have read and review the Life Long Learning Policy regarding students' responsibilities and probationary status.
- e) Funding is on a year by year basis and may be subject to availability of funds. See funding guidelines on page 7.

2. Student/Parent Responsibilities : Students/Parents are responsible for:

- a) Providing a Program Plan for the private school/college/university the student will be attending.
- b) Providing a class schedule for each quarter/semester/session/term
- c) Submitting required papers and backup documentation in a timely manner to allow for processing which may take up to 2 weeks.
- d) Including students' name, student ID number, current term, and name of the school attending on a documentation turned into the Tulalip Tribe's Education Department.
- e) Submitting grades/evaluations from the educational institution.
- f) Maintain a 2.0 GPA each quarter/ semester/ session/term and complete and pass all credits required by your institution to be a full time student.
- g) Completing the total number of credits to maintain full time status (for full time students, or half time for half time students, etc.).
- h) Notifying the Education Representative of any withdrawals, drops, incompletes or unsatisfactory from the educational institution you are attending and provide proof of justification to be on file.
- i) Notifying Education Representative of address, phone number and/or email change.
- j) Applying for funding during the applicable year to be eligible for funding under this policy. FUNDING IS FOR CURRENT YEAR. Student must apply for funding during the applicable year to be eligible for funding under this policy.
- k) Checks not picked up will be mailed at the end of each week.

3. Reentry or Probationary Status

- a) This section applies to all students who have not obtained a 2.0 G.P.A. for one or more terms.

b) Student Learning Growth Opportunity (first term that a student does not obtain a 2.0 G.P.A.)

- The goal of the Student Learning Growth Opportunity is to provide assistance during a students' educational journey. To be eligible, a student/parent will submit a letter and/or meet with Education staff to discuss challenges and plans to help the student achieve their goals.
- Students/parent will revisit program plan identifying key strategies and action steps for reentry into education for graduation or academic success.

c) Probation (2<sup>nd</sup> term/time that a student has not obtained a 2.0 G.P.A. or non-passing grades for elementary and middle school students)

- Private School K-12:
  - Revisit and complete all requirements of Life Long learning policy.
  - Tuition for the next school year will be paid according to policy, provide Student/parent turns in passing grades before the next school year.

d) Final Probation (3<sup>rd</sup> term/time that a student has not obtained a 2.0 G.P.A. or non-passing grade for elementary and middle school students )

- Private School K-12
  - Revisit and complete all requirements of Life Long learning policy.
  - The parent must pay tuition for the next school year. Tuition will be paid the following school year, when one year of passing grades have been turned in.

e) Removal From Probationary Status

- A student will be removed from probationary status upon completion of full time requirements from k-12 school attended.
  - Must pay for the same number of subjects for one to be removed from probation(Example: if you take required subjects and don't meet the requirements to pass a quarter/semester, you must take all subject required and updated to grade level, to be removed from probations)
- Provide grade report of passing as proof of completion & passing with 2.0 GPA with no F's, withdraws, drops etc.
- Provide proof of payment of tuition to Education Representative.

#### 4. Confidentiality/Release of Information

FUNDING AMOUNT	Tuition/ Fees (Up to max amount)	Books/ Supplies	Transportation	Stipend – only for students newly graduated (around 18) to 25 years of age, who meet requirements	Room/ Board – only for students new graduated (around 18) to 25 years of age who meet requirements
College Allowances					
Private School K-12	\$10,000				
Home school	\$10,000				
College in High School/Running Start Students	\$800	\$0	\$0		\$0
Running Start Students	\$800	\$500 FT \$250 PT			\$0.
Vocational or Technical Education	\$8500	\$600	\$300 (student will receive stipend or transportation)	\$1000	\$833.33 per month per quarter/sem or term
Associate Program (quarter/semester/ sessions or term)	\$4500	\$600	\$0	\$1,000	\$833.33 per month per qtr/sem or term
Bachelor Program (4- quarters/ sessions or terms)	\$8500	\$700	\$0	\$1,500	\$833.33 per month per qtr/sem or term
Bachelor Program semesters	\$8500	\$850	\$0	\$2,250	\$833.33 per month per qtr/sem or term
Graduate School (quarter/ sessions or term) Master,	\$8500	\$850	\$0	\$2,500	\$833.33 per month per qtr/sem or term
Graduate School semester/ sessions or term) Ph.D., J.D, M.D	\$8500	\$1000	\$0	\$3,000	\$833.33 per month per qtr/sem or term

6. Documentation Requirements for students: Private/ Home school

- a) Proof of Registration and/or class schedule.
- b) Tuition statement/invoice. (Not Emailed financial updates from School)
- c) Books/Supplies (Where applicable)
- d) Class schedule (If available due to Covid-19)
- e) Grades returned from previous classes taken.
- f) Class schedule, or class curriculum plan
- g) Education Application
- h) Tribal ID copy
- i) Experienced students opting for lump sum payments each term
  - Within 2 weeks of beginning of term, Receipts for:
  - Tuition payment receipt
  - All other documentation as required above.

**\*\*\*NO FUNDING WILL BE DISBURSED UNTIL ALL DOCUMENTS ARE PROVIDED**

I understand and agree to this Life Long Learner Policy outlining my requirements and obligations as a student and the requirements and obligations of the Life Long Learner Department provided to me as a student.

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Student Printed Name

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Student Signature

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Date

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Parent Print Name

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Parent Signature

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Date