



McGhee-Tullis
Tuition Assistance Program

Secondary (Pre-K – High School)

Mail to: PCL, Education Department
Attn: Sheila Fisher
5811 Jack Springs Rd., Atmore, AL 36502
Email: sfisher@pca-aaa.gov

Full Name: _____ Date of Birth: _____ Age: _____

Social Security Number: _____-_____-_____ Tribal Roll Number: _____ Sex (M/F): _____

Mailing Address: _____

Email Address: _____ Home Phone #: _____

Work Phone #: _____ Other Phone #: _____

Indicate your current Education Status (Pre-K – 12th Grade): _____

Name and Address of Present Secondary School

Name and address of Secondary School of Choice

With my signature below, I hereby certify that the information given on this application is true and correct to the best of my knowledge.

Signature of Parent/Guardian of Minor Child

Date

Printed Name of Parent/Guardian of Minor Child

AUTHORIZATION FOR RELEASE OF INFORMATION

Name: _____
Name attended under if different: _____
Social Security Number: _____ DOB: _____
Address: _____
Home Phone: _____ Work Phone: _____

I, _____, hereby give permission
Student's Name
to _____ to release
School Name

any requested information concerning my attendance, status of financial accounts, grade report, transcripts, and school conduct. I understand that this information will be used to determine eligibility for the Poarch Creek Indians McGhee - Tullis Tuition Assistance Program.

- The information requested may be communicated orally or in writing.
- I understand that I may revoke this consent at any time by notifying the providing organization in writing, except to the extent that action has already been taken in reliance on it.
- I understand that information disclosed under this authorization may be disclosed again by the person or organization to which it is sent.
- A photocopy of this document shall be as valid as the original.

SIGNATURE OF PARENT/GUARDIAN

DATE

SEAL

Notary Public
Signed before me this _____ day of _____, _____

Notary

My commission Expires: _____

RECEIPT OF POLICY ACKNOWLEDGEMENT
Poarch Band of Creek Indians Education Department

The attached policy describes important information about specific programs of the Poarch Band of Creek Indians Education Department. As a program participant or parent of a participant who may be directly impacted by the provisions of this policy, I understand that I am responsible for reading and understanding it. I further understand that I should consult with the Education Department staff regarding any questions not answered in the policy.

Since the information and benefits described in the policy are subject to change from time to time, I acknowledge that revisions will occur. I understand that any revisions approved by the Tribal Council will supersede previous policies and may modify or eliminate existing policies/information or benefits. Updated policies will be posted on the Tribal website at www.pci-nsn.gov and may be obtained by calling the Education Department at 251-368-9136 extension 2240.

By my signature below, I acknowledge I have received a copy of this policy, and that it is my responsibility to read and comply with the guidelines contained in the policy and any revisions made thereto. I understand that if I fail to secure a benefit due to not reading and being familiar with the policy, I will have no avenue of appeal and my case will not be reconsidered.

Signature

Date

Name (Print)

RESOLUTION TO AMEND THE MCGHEE-TULLIS TRIBAL MEMBER
TUITION ASSISTANCE PROGRAM POLICIES AND PROCEDURES – EXHIBIT “A”



Poarch Band of Creek Indians
McGhee-Tullis
Tribal Member
Tuition Assistance Program
Policy

Revised
January 17, 2022

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Definitions

1. **Academic Achievement Bonus** means a bonus that may be given to a student who completes a degree with a cumulative grade point average of 3.5 or higher. The student must request the award, and this request must be made no later than six (6) months after the date of graduation.
2. **Academic Probation** means the status of a student who has failed to maintain the required minimum cumulative GPA of 2.0.
3. **Accredited** means an institution whose standards met the essential requirements for academic excellence according to a recognized governing body for the state in which the educational institution is located, such as the Southern Association of Colleges and Schools (SACS).
4. **Certificate Program** means a program that does not culminate in a degree, but allows the holder to practice jobs in certain fields. This does not include continuing education programs, conferences, workshops, or similar types of activities.
5. **Mandatory Fees** mean those costs deemed not optional by the individual school. These will vary among schools and programs.
6. **Non-Traditional Program** means programs that are not eligible for inclusion in the Federal Student Aid Program.
7. **Special Needs Student** means a student who has been diagnosed with a medical, physical, mental, or developmental condition or disability, and whose diagnosis adversely impacts his or her educational progress in a standard school curriculum.
8. **Specialized Tools** means mandatory items which are required according to the course syllabus. Specialized tools are allowed on a reimbursement-only basis. Proper documentation must be submitted to be reimbursed.
9. **Suspension** means the status of a student who has been placed on academic probation, and fails to obtain a minimum cumulative GPA of 2.0 for a second consecutive term. Suspension lasts until the student's cumulative GPA is a minimum of 2.0 without Tribal financial assistance. Students are not eligible to later apply for financial reimbursement to cover this time period.
10. **Traditional Program** means vocational or technical school programs that are eligible for the Federal Student Aid program.
11. **Tribal Member** means an enrolled member of the Poarch Band of Creek Indians.
12. **Tribe** means the Poarch Band of Creek Indians.

Pre-K – 12th Grade Tuition Assistance

Pre-K – 12th Grade Tuition Assistance at a glance....

Purpose:

To provide assistance with tuition and Mandatory Fees to Tribal Member students attending Pre-K – 12th Grade private schools, public specialty schools (STEM, Magnet, Arts, etc.), or out-of-district public schools.

Who is eligible?

Tribal Member students enrolled in Pre-K (4 years old) through 12th grade (high school seniors) are eligible.

What are the limits for this category of the Program?

Eligible Tribal Members may receive up to, but not exceeding, \$20,000 for eligible expenses in this category. Any funds received shall be deducted from the maximum lifetime benefit of \$100,000 per eligible Tribal Member.

What costs are allowable?

Tuition, books, and Mandatory Fees will be covered by this Program, up to the maximum limits allowed per eligible Tribal Member.

Can I purchase a computer for a Pre-K – 12th grade student using tuition assistance funds?

No. Computers for school-aged children are allowed under the Tribe's School Supply Reimbursement Program every four (4) years, and are therefore not permitted under the McGhee-Tullis Tuition Assistance Program.

What happens when I use all of the allotment?

Once the entire allotment for this category is used by an eligible Tribal Member, the parent or legal guardian will be responsible for paying any remaining costs. Additional Tribal funding cannot be accessed until the student attends college or vocational school.

How do I participate in this Program?

Parents must submit a completed application for assistance, which may be found on the Tribe's website, <https://www.pci-nsn.gov>, or may be picked up in person at the Tribe's Education Department.

Who do I contact if I have more questions?

Tribal Member students may contact the Tuition Program Coordinator by calling (251)368-9136, extension 2241.

Please Note

The above information is included to give you a general overview of this category within the Program and its limits/benefits. Please read the Policy in its entirety so that you are familiar with all aspects of the Program.

Pre-K – 12th Grade Tuition Assistance

I. Eligibility

A. Student Eligibility

The following students are eligible for Pre-K – 12th Grade Tuition Assistance:

1. Tribal Members ages 4 and older who are enrolled in an accredited private school;
2. Tribal Members attending a public school in which tuition and/or Mandatory Fees are charged;
3. Tribal Members ages 3-21 who have a special needs diagnosis and are enrolled in an accredited institution, public or private.

B. Application

1. Tribal Members must submit a completed application to the Tribe's Education Department. Applications are available at the Tribe's Education Department and may be printed from the Tribe's website, www.pci-nsn.gov. Upon request, applications may be faxed or mailed.
 - a. Applications will be accepted at any time throughout the year.
 - b. A new application must be filed annually.
 - c. A completed application must be on file to obtain tuition assistance and must be updated annually. A completed application consists of the following:
 - i. Academic progress report;
 - ii. Financial account information from the previous school, if applicable;
 - iii. Behavior and/or disciplinary records.
 - iv. A signed Receipt of Policy Acknowledgment form.

II. Eligible Amounts and Distributions

A. Total Eligible Amount

Each eligible Tribal Member who participates in this Program will have access to up to, but not exceeding, \$20,000 for eligible expenses in this category as identified herein, subject to the limitations of the Program. Any funds received shall be deducted from the maximum lifetime benefit of \$100,000 per eligible Tribal Member.

B. Eligible Expenses

The following expenses are eligible for payment: Tuition, books, and Mandatory Fees. Expenses incurred before an applicant applies and is approved for the Program will not be paid.

C. Distribution

All funds will be paid directly to the school, except reimbursements. Reimbursement requests that meet all requirements of the Tribe's Education Department may be paid directly to the parent/legal guardian.

D. Refunds

If there is a refund of money paid to the parent/legal guardian following the withdrawal of the student, it is the sole responsibility of the parent/legal guardian to ensure that the refunded money is returned to the Tribe's Education Department immediately. Failure to adhere to this Policy will result in the denial of future tuition payments until the account issues are cleared up by the student or parent/legal guardian.

III. Special Needs Students

- A. If the parent/legal guardian is applying for assistance based on special needs, written documentation of the student's disability must be provided. This documentation must be obtained from a licensed practitioner in the health care field, or another qualified individual working in private practice or under the direction of the local board of education.
- B. To be approved for assistance with special educational needs, students must be at least three (3) years of age and meet the criteria for special needs to access industry-recognized intervention services. All items needed for assistance with learning will be considered.
- C. The Tribe's Education Director and Community Services Division Director must approve all services under this heading. It is recommended that parents seek pre-approval before purchasing such items.

IV. Continuing Obligations of Participant

A. Submission of Grades

The parent/legal guardian of the student in this Program is responsible for submitting a copy of the student's report card at the end of each grading period.

B. Grade Point Average (GPA) Requirements

Program participants must maintain a minimum cumulative grade point average (GPA) of 2.0. Students who are not able to maintain the minimum of 2.0 should seek the help of a tutor.

C. School Attendance

To remain in the Program, a student may have no more than eight (8) unexcused absences. Students who miss more than eight (8) days will be removed from the Program for three (3) months, not to include the summer months. During this time, the Tribe will not pay tuition for the student. Additionally, tuition paid by the parent/legal guardian during this time is not reimbursable through any of the Tribe's Education Department programs. If attendance improves during this time and no further unexcused absences are reported, the student may re-enter the Program. Upon notice or discovery of the student's tenth (10th) unexcused absence, he or she will be removed from the Program for one (1) full academic year.

1. Students in the Program will be required to submit and/or authorize the release of attendance records/absences on a quarterly basis.

D. School Withdrawals

If the student is withdrawn from a private school, the parent/legal guardian should notify the Tribe's Education Department immediately. Unpaid balances are the sole responsibility of the parent/legal guardian.