



Book reimbursement

Please keep in mind for book reimbursements students are asked to submit receipts at the beginning or middle of your quarter/semester rather than the end or after the term ends.

For potential deadlines in regard to book reimbursements please make sure to check your email regularly as the Program Manger or Outreach Coordinator will email all students to notify of book reimbursement deadlines, or other deadlines that are often changeable and dependent upon when a majority of students begin and end their terms.

Should you miss a deadline that the Department has set forth your reimbursement will not be accepted.

For **book reimbursement** the student must:

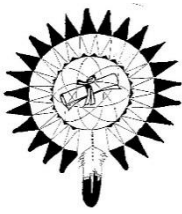
- Purchase book at own expense
- Obtain copy of receipt
- Receipt/Proof of Purchase must include method (cash, card, etc.).
- Reimbursement request must exceed awarded amount. It is up to the student to track how much you have left to be reimbursed. Regardless if the amount student purchased exceeds awarded amount, students will not be granted additional reimbursement. Should you have questions or need additional information to remaining award please contact the department.
- The department is not responsible for items that are purchased ahead of time without confirmation that the item is an allowable item per program requirements.
- Submit reimbursement request on or before established deadline to either the Program Manager or Outreach Coordinator via email, Po Box 358 Wellpinit, WA 99040 addressed to 'Education Department', scan & fax attn: Education Department 509.458.8017 or drop off in person to the Program Manager or Outreach Coordinator. Items that are mailed must be post marked on or before the established deadline.

PLEASE DO NOT DROP ITEMS OFF AT THE 477-TANF FRONT DESK. WE ARE NOT RESPONSIBLE FOR LOST, MISPLACED, OR STOLEN ITEMS DROPPED OFF OUTSIDE OF THE WELLPINIT EDUCATION OFFICE.

Registration/Final Grades

Students are being asked to submit registration within 10 business days of registration for a new term and final grades within 10 business days after grades are available online. **It the student's responsibility to submit both documents, as well as the student's responsibility to be knowledgeable with their schools dates and registration.** To continue with your eligibility through the Spokane Tribe Education Department you must submit a class registration at least 10 days prior to the next term beginning (for example, December 20th for start date January 1st) in addition to submitting your final grades 10 days prior to the next term beginning.

Should you submit either document to the department after an established deadline further award will be delayed until receipt of document.



Spokane Tribe Education Department 2018-2019 School Year

For registration and final grades:

Registration must show quarter/semester/term and year of registration and name of student

- We prefer students submit class registration via unofficial academic transcript.
- The entire academic transcript (all pages and parts) must be submitted.
 - Full time students are required per STOI Education Policy to register and be enrolled for a minimum of 12 credits per term and maintain a 2.0 or higher Grade Point Average (GPA) at all times in both term and cumulative GPA.
 - All students are required to maintain a minimum of a 2.0 or higher GPA at all times in both current and overall GPA
 - If your program requires a different GPA the Spokane Tribe Education Department will follow the GPA requirements of your particular program
- If transcript does not show class registration the registration submission method must show:
 - Name & Student Identification (SID)
 - Term
 - Credits attempting
 - All items must show in registration submission
 - We will not accept screenshots that only show the name of the class

Final Grades must show all credits attempted, all credits earned, term GPA and cumulative GPA

- The entire academic transcript (all pages and parts) must include:
 - Name & Student Identification (SID)
 - Term of final grades
 - Term GPA & Cumulative GPA
 - We will not accept screenshots that show do not show all items
 - We will not accept screenshots of %'s given, such as screenshots from the Community Colleges of Spokane CTC link
- Please submit class registration & final grades on or before established deadline to either the Program Manager or Outreach Coordinator via email, Po Box 358 Wellpinit, WA 99040 addressed to 'Education Department', scan & fax attn: Education Department 509.458.8017 or drop off in person to the Program Manager or Outreach Coordinator. Items that are mailed must be post marked on or before the established deadline.
PLEASE DO NOT DROP ITEMS OFF AT THE 477-TANF FRONT DESK. WE ARE NOT RESPONSIBLE FOR LOST, MISPLACED, OR STOLEN ITEMS DROPPED OFF OUTSIDE OF THE WELLPINIT EDUCATION OFFICE.

For more questions please contact Program Manager at micaela.carroll@spokanetribe.com or Outreach Coordinator at sasha.reuben@spokanetribe.com. You can also reach us by phone at 509-458-8005.