

Book reimbursements

Please keep in mind that for book reimbursements students are asked to submit receipts at the beginning of your quarter/semester.

For the upcoming fall semester/quarter I will only accept receipts up to 30 days after the first day of the start of your quarter, semester, or term.

This helps to avoid late submission and confusion. Late submission will not be accepted regardless if you have "money left" toward your book reimbursement award.

For book **reimbursement** the student must

- Purchase book at own expense
- Obtain copy of receipt
- Show proof of purchase and include method (cash, card, etc.). Receipt must show these items.
- Submit purchase to higher education manager at micaela.carroll@spokanetribe.com and/or paper mail PO BOX 358 Wellpinit, WA 99040 *or* fax 509.458.8017 Attn: Higher Ed Micaela Carroll
- Not to 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.

Registration/Grades

In the past, students have been allowed a long window of time to submit grades. However, this has caused much confusion between students and the education program. Students are now required to submit grades and registration within 10 days of registration and 10 days after grades are available online. **It the student's responsibility to submit both, as well as the students responsibility to up keep with their schools dates and registration.** If registration and/or grades are not submitted within this window, eligibility will be denied for that quarter/semester/term and may be denied for the entire academic year.

For **registration and grades**

- **Registration** must show quarter/semester/term *and* year of registration
- Full time students required to register for a minimum of 12 credits per quarter/semester/term *and* maintain a 2.0 or higher GPA at all times in both current and overall GPA
- All students are required to maintain a 2.0 or higher GPA at all times in both current and overall GPA
- Registration must also include the students first and last name and/or the student identification (SID)
- **Grades** must show credits attempted, earned, and that quarter/semester/term Grade Point Average (GPA)
 - **Grades must be submitted within 10 days after grades are available online**
 - **Registration must be submitted within 10 days of registration**
 - **Late submission will not be accepted.**