

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.

Progress Report

In the past, students have been allowed a long window of time to submit grades and/or progress reports. However, this has caused much confusion between students and the Education Program. Students are now required to submit progress reports on a monthly basis being due on or before the last day of each month. **It is the student's responsibility to submit these documents to the Education Program Manager, as well as keep in contact with both the school and Education Program Manager.** If progress reports are not submitted in a timely manner each month the student may be required to pay the Education Program for all expenses dispersed on their behalf including tuition & books, as well as being denied from any further book reimbursement and/or an additional AVT program.

For **progress reports**

- **Progress Reports** must show name of school, name of student, and percentage and/or estimated GPA.
 - **Progress reports must be submitted at the end of each month.** Say, if you begin a program in June then your 1st progress report is due June 30th, 2017.
 - **Progress reports** are allowed up to **10th day of the next month.** Say, if your progress report is due June 30th then your progress report will be accepted until July 10th, 2017.
 - **If progress report is not available online then it is the student's responsibility to obtain documentation of class progression.** An instructor can email a short summary of student progression and/or write a letter & sign, etc.
 - **Online Progress Reports** do not need to be signed but *do* need to meet all requirements in the first bullet point.
 - **Late submission will not be accepted.**