



Little Traverse Bay Bands of Odawa Indians

Michelle Chingwa Education Honorarium (MCEH)

Appeal Application



According to the Michelle Chingwa Education Honorarium Act, students may appeal decisions made by the Education Department regarding honorarium adjustments, GPA eligibility status and deadline denials. Appeals must be submitted within **15 days** of receiving notification of an adjustment or denial. Submissions can be made to the Education Appeals Board via fax (**231-242-1411**), email (tribalchair@ltbbodawa-nsn.gov) or mail to the following address:

LTBB Tribal Chairperson's Office
 Attn: Education Appeals Board
 7500 Odawa Circle,
 Harbor Springs, MI, 49744

Incomplete appeal submissions will be deferred until students submit ALL required appeal information. The Education Appeals Board will contact the student via phone or email to collect additional information. Please provide current contact information.

Section A: Student Information

Name:				Tribal ID #:
Address:	City:	State:	Zip Code:	
Email Address:	Telephone #:			

Section B: Reason For Appeal

Please check all that apply.

Adjustment (Award was adjusted by the number of unearned MCEH-funded credits)

GPA (Overall GPA is under the 2.0 minimum)

Deadline (Submission was made after the established standard/non-standard deadline)

Please provide a detailed explanation of your situation in the section on the back of this application and attach any supporting documentation.

Section C: Term Relevant to Appeal

Please check the term that you are filing an appeal for.

Winter Summer Non-standard term (i.e. term that is not considered a semester, trimester or quarter.)

Spring Fall

Section D: Method of Attendance

The Education Appeals Board will schedule a hearing within ten (10) business days of receiving your appeal. You may attend your appeal hearing in person or by phone. **You may also waive your right to attend your hearing but must submit a narrative describing your reason for filing.** Please check your preferred method of attendance.

I will attend my appeal hearing in person. I will attend my appeal hearing by conference call.

I waive my right to attend my appeal hearing.

Section E: Certification

I certify that all the information provided on this application is correct and complete. I also confirm that I have included a detailed explanation of the reason(s) that I am appealing and have included all supporting documentation that I would like to be considered in my appeal hearing. I have provided current contact information that the Education Appeals Board may use when correspondence is required for appeal purposes.

I also understand that the Education Department is contacted by the Education Appeals Board for general information from my MCEH file for purposes of an informed decision. If I do not wish to have information shared from my file, I must contact the Education Department before I officially file my appeal with the Education Appeals Board.

Furthermore, I understand that if I submit an incomplete appeal application, my appeal request will be deferred until I provide all necessary information for filing an appeal.

_____ Student Signature

_____ Date

