Tutoring Subsidy Application

Waganakising Odawak (LTBB) Niigaandiwin Education Department
7500 Odawa Circle, Harbor Springs, MI, 49740
(P) 231-242-1480 (F) 231-242-1490

FREQUENTLY ASKED QUESTIONS

Program Intent: The Tutoring Subsidy Program provides financial assistance to offset costs associated with tutoring services.

Eligibility: Little Traverse Bay Bands of Odawa Indians (LTBB) tribal citizens who are enrolled in an eligible K-12 education or GED program and could benefit from tutoring and/or learning support are eligible to apply.

Funding Availability: Funding is available on a first-come, first-serve basis due to limited funding. The pre-determined maximum award amount for each academic year is $1000.00 per eligible student. An academic year is defined as August 1st through July 31st.

When & How to Apply: Tutoring subsidy applications are accepted at any time during the academic year. Applications will be reviewed for eligibility, completeness, and qualifications of the tutor. Submissions must include the Tutoring Subsidy application, documentation of academic need (progress report, report card, a letter from a teacher, graded assignments, etc. that are less than a year old), and a completed W9 for the desired tutor (if applicable).

Payment: In order for payment to be issued, tutors will submit tutoring logs or invoices to the LTBB Education Department for processing, based on the tutor's billing schedule (i.e. bi-weekly or monthly). Logs or invoices may be submitted via mail, e-mail, fax, and hand delivery. Payment is calculated based on tutoring hours logged or invoiced at the tutor's hourly rate. Payments will be made to the tutor until the award maximum has been reached. If the student utilizes their maximum award for the academic year before the tutoring goal has been reached, the applicant is responsible for additional payments.

Additional Restrictions: Any tutoring costs incurred before application approval are not eligible for reimbursement. Unused funds expire at the end of each academic year and an approved application for the new school year is needed in order to continue receiving support. Requests for online tutoring services will be approved at the discretion of the LTBB Education Department. In the event that an online tutoring service is requested, a statement will be required explaining why Brainfuse, a free online tutoring support provided by the LTBB Education Department, is not sufficient.

STILL HAVE QUESTIONS?

Contact the Education Department at (231) 242-1480 or at academicservices@ltbbodawa-nsn.gov

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APPLICATIONS ACCEPTED AUGUST 1ST THROUGH JULY 31ST FOR EACH ACADEMIC YEAR

Student Full Name: | **Enrollment #:** | **Date of Birth:**

Student Mailing Address: **Must be the same address on file with LTBB Enrollment Dept*

School Name: | **School State:** | **School City:**

Grade Level Student is Enrolled In: | **Academic Year Applying For:**

Please indicate which subjects the student needs additional support in:

Parent/Guardian Name: | **Enrollment #:** | **Email:**

☐ **Check if form is being completed by Human Services or Tribal Court Authorized Official**

Parent/Guardian or Other Authorized Official Signature:

Date:_____

☐ **By checking this box and typing my name above, I am electronically signing this subsidy form. Furthermore, I confirm that I have custody of the student listed on this application.**

QUESTIONS?

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TUTORING LOG

STUDENT NAME:

TUTOR NAME:

DATE	START TIME	END TIME	SUBJECT

I certify that the information listed above is true and correct.

Date:_____

TUTOR SIGNATURE

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