



Educational Assistance Policy

PLEASE SEE INFORMATION BELOW.

Private School \$10,000 / Tutorial \$6,000 / Home School \$5,000 Yearly

(this does not include full time pre-K or co-op tuitions)

According to Funding Availability

Tutorial, home school vendors must give updates of student's progression; if this is not met, the payments will not be allocated until all requirements are met. It's important to have the reports to ensure the student's Tutorial/Home school funds are being utilized to their fullest potential. Home school tutors/students will follow state RCW 28A.225.010 (4) LAWS according to State of Washington and Tulalip Tribes Youth Service Policy available upon request.

- **VENDOR INVOICE INCLUDING THE FOLLOWING:**

1. Student's full name and tribal ID number.
2. Dates of service, amount, time documented.
3. Student signature on sign-in/out attendance sheet.
4. Vendor address on the invoice with contact information.
5. Vendor has to have a tribal vendor number. If vendor does not, a W-9 needs to be filled out for the tribal finance department.

- **FOR COMPLIANCE**

6. A flyer, schedule, progress testing, needs to be with application showing the student's need of service with dates and costs, classes. Monthly reporting of schooling, homeschooling or tutoring will be required to ensure students progression.
7. Progress report of IEP (or Special Needs) is required to receive assistance for tutorial services.
8. Application needs to be filled out completely with correct address of applicant in case of mailing a check.
9. If check is used to pay, a copy of cleared check front and back from the bank must accompany the request as well as the order form of product with invoiced amount/application for use of student form if requesting reimbursement.
10. If a debit/credit card is used for payment online or otherwise, a copy of the statement showing payment cleared if requesting reimbursement.

- **IF THE REIMBURSEMENT IS TO THE PARENT/GUARDIAN, THEY MUST HAVE A VENDOR NUMBER ALSO:**

1. Tribal enrolled as a vendor number.
2. Non-tribal will need to fill out a W-9 to receive on through Youth Services.

FORM FOUND: www.tulalipyouthservices.com

Educational Assistance

FOR TULALIP TRIBAL YOUTH. PLEASE SEE POLICY.



Mainline

360-716-4929

Funding Request

**New vendors will need to provide Family Resources with a W-9.
Send to: youthfinance@tulaliptribes-nsn.gov*

Vendor name	Total amount requested <i>(please attach invoice)</i> \$
Vendor address	
<input type="checkbox"/> Private school* (\$10,000) <i>*does not include uniforms</i> <input type="checkbox"/> Tutoring (\$6,000) <input type="checkbox"/> Home school (\$5,000) <input type="checkbox"/> Credit retrieval <input type="checkbox"/> Summer school	

Youth Information

Legal name <i>(First, Last)</i>	Age	Grade
Tulalip Tribal member enrollment #	School name	
School address		

Parent/Guardian Information

Legal name <i>(First, Last)</i>	Phone number	Mailing address
Signature		

Office Use Only

Requisition	Date	Starting balance
Coordinator signature	<input type="checkbox"/> Approved	Requested amount
Executive signature	<input type="checkbox"/> Approved	Present balance



Scan for Application

Due to the financial system, please refrain from highlighting any part of the documents. Please submit all documents together. When emailing, documents must be in PDF format. **Highlighted documents will not be processed. Photocopies will not be accepted.**



Scan for Policy