

# BOOK REIMBURSEMENT

Policies & Procedures

## PURPOSE

The Purpose of this program is to provide reimbursement of books up to \$1,002 each academic year to Cow Creek Tribal members pursuing a Vocational Degree or Certificate, Associate, Bachelor, or Graduate Degree from an accredited college or University. Books must be required by instructional institution for currently enrolled courses.

## DEADLINES

Students **MUST** submit their required documentation by deadline to receive reimbursement.

### SEMESTER STUDENTS

Fall - October 15  
Spring - February 15  
Summer - June 15

### TERM STUDENTS

Fall - October 15  
Winter - February 15  
Spring - April 15  
Summer - June 15

**Students applying for the program must submit their applications and valid receipts through this link:**

<https://www.surveymonkey.com/r/cowcreekeducationalbenefits>

\*This program falls under the Indian General Welfare Act and is NOT a taxable benefit. You will NOT need to report this on your federal or state income taxes.

# APPLICATION REQUIRED DOCUMENTS

- Completed Higher Education Book Reimbursement application
- Uploaded official proof of payment for reimbursement of required books. Receipts must include date and proof of purchase.

# ELIGIBILITY REQUIREMENTS

Applicants must meet the following eligibility requirements in order to be eligible for program funding:

- An enrolled member of the Cow Creek Band of Umpqua Tribe of Indians;
- Have obtained a high school diploma, GED certificate, or a home-school diploma;
- Enrolled at, or accepted at, an accredited Academic Institution, College, or University;
- Pursuing a Vocational Degree, Associate, Bachelor, or Graduate degree;
- Adhere to all rules and regulations of conduct as established by the College or University;

# TERMS & CONDITIONS

- Students must submit a Higher Education Book reimbursement Application
- Students who withdraw before the term/semester is over will be required to reimburse the Education Department.

# FUNDING

The Higher Education Book Reimbursement program funding will be distributed in equal increments based upon the operating system of attendance.



**\$1,002**

## Maximum Funding Limits per Academic Year

For Full-Time Students

**Term System**

\$334 maximum funding level per term.

**Semester System**

\$501 maximum funding level per semester.

\*These reimbursements assume no summer courses.

# CONTACT

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