



Waganakising Odawak
Little Traverse Bay Bands of Odawa Indians
Niigaandiwin Education Department
7500 Odawa Circle, Harbor Springs, Michigan 49740
{P} 231-242-1480 {F} 231-242-1490



The K-12 Academic Tutoring program provides a subsidy to off-set the cost of hiring a private tutor for Little Traverse Bay Bands of Odawa Indians (LTBB) tribal citizens who are enrolled in an eligible K-12 education and GED programs, and could benefit from tutoring and/or learning support.

What funding is available?

- Funds will be available on a first come first served basis due to limited funding.
- The pre-determined maximum award amount for the academic year is \$800.00 per eligible student.
- *We define the academic year as August 1, 2023-June 30, 2024.*

When can I apply?

- Tutoring subsidy applications will be accepted at any time during the academic year.
- Applications will be reviewed for eligibility, completeness, and qualifications of tutor.
- Eligible students will be funded once per academic year.
- Students who have been denied due to an incomplete application may reapply for a tutoring subsidy in the same academic year.

How is the tutor paid?

- In order for payment to be issued, tutors will submit tutoring logs or invoices to the LTBB Education Department for processing; based on tutors billing schedule (e.g. bi-weekly or monthly). Logs or invoices may be submitted via U.S. Mail, E-mail, fax, inter-department mail, and hand delivery.
- The payment will be calculated based on tutoring hours logged or invoiced at the tutor's hourly rate.
- Logs and invoices may be submitted via U.S. mail, e-mail, fax, inter- department mail, and/or hand delivery.
- Tutoring subsidy payments are sent directly to tutors bi-weekly.
- Payments will be made to the tutor until the award for the academic year has been reached.
- Families will be notified of remaining balance upon each log or invoice processing. If the student utilizes their maximum award for the academic year before the tutoring goal has been reached, the student's family is responsible for additional payments.

Disclaimer:

In the event you prepay before the Tutoring Application has been received by LTBB Education, you may not be reimbursed. There is no guarantee you will be funded if the application does not meet eligibility requirements. Funds do not rollover year-to-year. A new balance begins at the start of each academic year.

Reimbursement Clause: Under extenuating circumstances reimbursements will be considered for prepaid Online tutoring programs. In the event an alternative Online tutoring program is chosen, a statement will be required explaining why Brainfuse was not utilized.

Please contact AcademicServices@ltbbodawa-nsn.gov for more information

Application Checklist

- Completed LTBB Education Department Tutoring Subsidy Program Application
- Current documentation of academic need (no more than a year old)
Examples: Standardized assessments, graded classroom tests, letter from teacher, progress reports, or report cards
- Statement explaining why Brainfuse (the company LTBB Education contracts with to provide free, Online, on-demand tutoring and skill building) cannot meet student needs
- Tutor's completed W9



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Academic Year _____

Name of Student _____

Enrollment Number _____ Date of Birth _____ Grade _____

Mailing Address _____

City/State/Zip _____

Name of school or list home schooled _____

Address of School _____

School City/State/Zip _____

School Phone Number _____

Type of tutoring support (Please select all that apply and include subjects with current supporting documentation):

Subject _____

- Learning
- Support
- Homework

**A completed K-12 Tutoring Subsidy application must include:
 Current documentation of academic need, Release of Information and Tutor W9 Form.**

 Parent/Guardian E-mail(s)

 Parent/Guardian Phone Number(s)

I certify the information submitted is true and correct

 Parent/Guardian Signature

 Date

Check to OPT OUT of LTBB Education text updates. Standard data and message rates may apply

----- *For office use only* -----

date received _____

approved _____



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Student's Printed Name _____

Student's Academic Institution _____

Special terms that apply:

Niigaandiwin Education Department means the Niigaandiwin Education Department of Little Traverse Bay Bands of Odawa Indians.

IEP means the Individual Education Plan for the student developed by the parent, staff, and appropriate agencies.

Press Release means any form of public notifications i.e. Tribal newsletter, Annual Community Meeting, bulletin boards, Tribal website, and brochures.

School means any division of a public school system or any charter, tribal or private school.

Special Achievements means events worthy of certificates, publications such as a dissertation or thesis, Dean's list or other lists of academic achievements, and employment after graduation.

Student records means an official copy of the student's records not included in the student's transcripts to date of the request, which may include attendance, discipline, or other assessments.

Transcripts mean an official copy of the student's courses, grades, and grade point average to date of the request.

Tribe means the Little Traverse Bay Bands of Odawa Indians or the Waganakising Odawa.

Other LTBB Government Departments means departments other than Education such as Enrollment, Human Services, etc.

Authorization: I authorize that the LTBB Niigaandiwin Education Department may share and receive information regarding my child from his/her academic institution, or other LTBB Government departments as stated above. I authorize the LTBB Education Department to visit my child at his/her academic institution and to attend meetings as requested and scheduled by the appropriate agencies and staff. I authorize the LTBB Niigaandiwin Education Department to perform assessments with my child to determine specific needs. I also authorize the Niigaandiwin Education Department to submit press releases in cases of special achievements, graduations, and any other events.

Signature of Parent or Legal Guardian

Date

Signature of Niigaandiwin Education Director

Date