



Caddo Nation Education Department

P.O. Box 487 – Binger, OK 73009

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• *Dedicated To Your Success* •

Caddo Nation Motor Fuel Tax Education Program Guidelines

PLEASE NOTE: REQUESTS FOR REIMBURSEMENT WILL NOT BE ACCEPTED

Purpose

Tribal funds allotted to the Caddo Nation Education Department from the Motor Fuel Tax shall be used to 1) encourage students to finish their schooling, and 2) financially assist tribal members attending public schools, including home-schooled students, as well as those attending post-secondary institutions, such as colleges, universities and vocational-technology centers, with school-related expenses and fees not covered by existing services.

Eligible Activities

The following is a list of activities and/or expenditures that may be deemed allowable. Applicants should note that if financial assistance has already been provided by any of the existing assistance programs, scholarships, or other sources, the Motor Fuel application will not be considered for funding.

- Elementary & Middle-school Students - special services such as tutoring and other academic activities (i.e. FFA projects-purchase of show animals/related supplies, etc.)
- Secondary Students - special books or supplies, graduation announcements, cap & gown, senior pictures, fees for school-related functions (i.e. cheer camp, band camp, sports camp, etc.), assist with class trips, award trips, etc., ACT/SAT Testing fee and one retake.
- Post Secondary Students/Adults (Provided the student is not eligible for assistance through the Caddo Nation Higher Education, Adult Education, or Job Placement & Training Programs). - academic courses, conferences, seminars, and work shops pertaining to the course of study or employment; vocation or special school-related supplies or special clothing (i.e. medical scrubs, safety goggles, etc.)

Ineligible Activities

The following is a list of activities and/or expenditures that *will not be allowed*.

- Reimbursement requests for payments already made by the applicant or a responsible party
- Services duplicated by Johnson O'Malley or other Indian Education Programs
- Purchase of school or sports jackets, school pride clothing items (i.e. hats, shirts, coats, etc.).

The Caddo Nation Education Department does not provide clothing vouchers.

Participant Checklist: ALL DOCUMENTS MUST BE ORIGINALS! Faxes/Copies Will Not Be Accepted.

- ___ Completed & Signed Motor Fuel Application
- ___ Copy of Caddo Nation Enrollment card
- ___ Documentation verifying enrollment in an academic institution or a recipient of home-school instruction
- ___ Request letter explaining what type and why assistance is needed.
- ___ Any invoices, statements, etc., showing a balance and the company/vendor information

Members who have previously received Motor Fuel assistance must have receipts on file accounting for funds previously awarded. Former grantees who did not submit receipts or who used funds inconsistent with their application may be ineligible for future consideration. Only completed applications will be considered. ANY INCOMPLETE FORMS WILL BE RETURNED!

In accordance with the accountability required for the administration of the funds appropriated for this program, certain information is required of the applicant. The intent of the collection and maintenance of this data is for determining the eligibility of the applicant and to provide the means for producing certain statistical records required of this office.

Failure on the part of the applicant to provide the required information will preclude the applicant from eligibility in obtaining assistance under this program. It is your responsibility to make sure that all documentation for your application is complete.

PRIVACY STATEMENT

THE FAMILY EDUCATIONAL RIGHTS
AND PRIVACY ACT (FERPA)
(20 U.S.C 1232G; 34 CFT PART 99)
IS THE FEDERAL LAW THAT PROTECTS
THE PRIVACY OF STUDENT EDUCATION RECORDS.

THE LAW APPLIES TO RECIPIENTS WHO
RECEIVE FEDERAL FUNDING
FOR EDUCATIONAL PURPOSES.

THESE RIGHTS TRANSFER TO THE STUDENT WHEN HE
OR SHE REACHES THE AGE OF 18 OR ATTENDS
A SCHOOL BEYOND THE HIGH SCHOOL LEVEL.

**WITH THIS STATED AND IN
ACCORDANCE WITH THE FERPA,
THE CADDO NATION
EDUCATION DEPARTMENT
WILL DISCUSS
STUDENT INFORMATION
WITH THE STUDENT
APPLYING FOR ASSISTANCE ONLY.**

Motor Fuel Education Application

Applicant Information:

Name: _____
Last First MI (Maiden name)

Home Address: _____
Street No./ Route/PO Box City State Zip

SSN: _____ DOB: _____ Caddo Membership No: _____

Home Phone No. _____ Cell Phone No. _____ E-mail _____

Elementary and Secondary Students

- Cap & Gown Concurrent Enrollment (college credit) Graduation Announcements
 ACT or SAT Testing fee Pictures Class Ring
 Other, please explain: _____

Amount Requested: \$ _____

Company/Vendor: _____
Name
Address City State Zip

Current School: _____
Name
Address City State Zip

College/Career Tech Students

- Fall Semester Spring Semester Summer Semester
Academic Level: Freshman Sophomore Junior Senior Graduate Student
 Entrance fees Graduation fees Books
 Other, please explain: _____

Amount Requested: \$ _____

Company/Vendor: _____
Name
Address City State Zip

Current School: _____
Name
Address City State Zip

I declare information given by me on this form is true, correct and complete to the best of my knowledge.

Student Signature (Parent/Guardian sign if student is under the age of 18 years)

Date

CADDO NATION MOTOR FUEL EDUCATION PROGRAM STUDENT AGREEMENT

I agree to abide by all the Caddo Nation Education Department rules, regulations and policies.

I give consent to the Caddo Nation Education Department staff to use the above information, and any documentation submitted with this application, to determine whether or not I am eligible for financial assistance according to their guidelines.

I understand that the maximum Motor Fuel Education assistance level is limited to \$250.00 per academic year (August through July) for grades 1 through 12, and up to \$500.00 per academic year (August through July) for Secondary and Career Tech students.

I also understand that any such payments will be made to the service provider and will not be made out to individuals unless special circumstances are deemed necessary by the Education Committee.

I understand that persons submitting or causing to be submitted any false information in connection with any application, report, or other document, upon which the provision of Federal financial assistance or any other payment of Federal funds is based, may be subject to criminal prosecution under provisions such as sections 287, 371, or 1001 of title 18, U.S. Code.

I UNDERSTAND THE CONTENTS OF THIS AGREEMENT AND ACCEPT ALL OF THE ABOVE CONDITIONS.

Student Signature (Parent/Guardian sign if student is under the age of 18 years)

Date

Publicity Consent

I agree to allow my name and likeness to be used for positive promotion of the Caddo Nation Education Program. This usually includes carefully selected photos, but is not limited to photos. Photos may be selected to be used in the Caddo Nation Education Department's section of the tribal web page, newsletter, brochure, or recruitment videos. Sensitive information, such as social security numbers, will never be released to the public. All photos are carefully selected to portray students in a positive academic, cultural, or recreational setting.

BY SIGNING BELOW, I AGREE TO CONSENT, AND FULLY UNDERSTAND THE CONTENTS OF THIS STATEMENT.

Student Signature (Parent/Guardian sign if student is under the age of 18 years)

Date