



REDDING RANCHERIA COMMUNITY EDUCATION FUND

RRCEF Education Assistance Instructions

Program:

Supplemental assistance of up to \$300 per calendar year is provided for adults to attend college, university or trade school. Each client will be allowed one request per calendar year. The funds may be used for reimbursement or paid directly to the school or vender. You must have a C "70%" or better to receive funds.

There will be two intake periods on a first come first serve basis. Please submit your request within the intake period you are actually attending school.

Spring term - January 1st to June 30th

Fall term - July 1st to December 1st

Supported costs may include:

- (a) Tuition and fees
- (b) Text books, materials, professional uniforms and supplies required for classes
- (c) Other related costs as authorized by the Education Director

Requirements:

- Native American Status
- Photo ID
- Address in the Redding Rancheria Service Area

The service area is defined as: All of Trinity County, from and including the City of Redding to the Siskiyou County line, from and including the City of Redding to the Tehama county line, including cottonwood and those with cottonwood addresses, from and including the City of Redding and the Trinity County line, from and including the city of Redding to Round Mountain and all of those with Round Mountain addresses, and from the city of Redding to Shingletown and all those with Shingletown addresses.

Procedure:

1. Please call to make an appointment with the Education Department.
2. Please fill out the application form and bring all required material. A delay in submitting the required material will cause a delay in processing the request.
3. The department will contact you within a week regarding your application.

Supporting Documents:

Tuition:

- Proof of registration/course list
- Original Receipts
- Final Grades 1

Trade School/Uniforms/Supplies:

- Proof of registration/course list
- Required material list 3
- Original Receipts 2
- Final Grades/Certificate 1

Text Books and Materials:

- Proof of registration/course list
- Required book list/material list 3
- Original Receipts 2
- Final Grades 1

If requesting reimbursement, you must fill out a W9 form

1. Final Grades/Certificate

- If final grades are available the client must have a "C" (70%, 2.0) in all classes that they are requesting reimbursement for.
- If grades are not available at the time of payment to the vendor or reimbursement, the client must submit grades when they are available.
- If the client does not receive a "C" or better they will be put on probation and will not be eligible for any funding or scholarships from the RRCEF for the following calendar year.
- If the client does not complete the proposed class for which funding was requested, the client will be put on probation and not be eligible for any funding or scholarships from the RRCEF for the following calendar year.
- If the client does not submit grades they will not be eligible for the program until they submit grades
- If a certificate is awarded instead of grades the certificate must be submitted in place of the grades.

2. Original Receipts

- Original receipts must be submitted for all text books and materials. If the client would like a copy of the receipts we will gladly provide one.
- Duplicate receipts printed for tuition are acceptable.
- Receipts will be accepted only for the expenses that occur in the current intake period. (I.e. If a receipt is for spring tuition, it must be submitted for the January intake. Receipts for spring tuition/materials/books will not be reimbursed for the Fall July intake.

3. Materials

Certain materials do not need a required material list. For example:

- Math - calculator or protractor
- English - grammar book, dictionary or thesaurus
- Trade school nursing - stethoscope or white tennis shoes