



**EASTERN BAND OF CHEROKEE INDIANS
DEPARTMENT OF TREASURY**

P.O. Box 455

Cherokee, NC 28719

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Tribal Enrollment Contact

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APPLICATION FOR EARLY DISBURSEMENT FOR EDUCATIONAL OR HEALTHCARE NEEDS

Minors Participant Information

Name of Minor: _____ Enrollment #: _____

Social Security #: _____ Date of Birth: ____/____/____ Telephone: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Signature of Parent/Legal Guardian Printed Name Date

Early Distribution for Educational Needs or Educational Travel

Education Type:	Educational Costs:	School/Facility Information:
<input type="checkbox"/> Handicap/Disabled	<input type="checkbox"/> Tuition \$ _____	Name: _____
<input type="checkbox"/> Secondary School	<input type="checkbox"/> Books \$ _____	Address: _____
	<input type="checkbox"/> School Related Fees \$ _____	_____
	<input type="checkbox"/> Travel Fees \$ _____	Phone: (____) _____ - _____
	Total Amount of Educational Request \$ _____	Contact Person: _____

Educational Travel (complete reverse side of application for all travel/trips)

Early Distribution for Healthcare Needs

Healthcare Type:
 Orthodontics (braces)
 Emergency Medical
 Other: _____

*For Orthodontics, please submit treatment plan from orthodontist.
For all other medical, submit documentation from treating facility.*

Total Amount of Healthcare Request \$ _____

NOTARY ACKNOWLEDGEMENT

State of: _____, County of: _____ On this _____ day of _____, 20____, before me, _____, the undersigned Notary Public for _____ County, personally appeared: _____

_____ Personally known to me; or _____ Proved to me on the basis on satisfactory evidence to be the person whose name is subscribed on the within instrument, and acknowledged to me that he/she executed the same for the purposes therein stated.

Notary Public: _____ Printed Name: _____ Commission Expires: _____

ADDITIONAL APPLICATION FOR EDUCATIONAL TRAVEL

This portion of the application should be used for all minors who are requesting an early disbursement for travel or trips. Travel must be for the educational or personal development of the minor. Early disbursement funds may be used **only for the participating minor** and for the purposes stated in the application. All information must be complete and accurate. You must submit additional information, including copies of all travel cost information, to justify the amount of your request.

Your Fund Request

- 1. Cost of enrollment or participation in the trip, event or activity \$ _____
- Airfare & associated costs, baggage fees, etc. \$ _____
- Meals and/or other trip expenses \$ _____
- Trip insurance(may be covered by trip cost) \$ _____
- Total Amount Requested \$ _____
- Total Cost travel/trip (add all lines above here).....** \$ _____

5. Total amount contributed by parent or raised through fundraising..... \$ _____

6. Total amount contributed by parent or thru fundraising events? \$ _____

Are you traveling with a travel or touring company? YES NO

If "YES", what is the name of the travel or touring company? _____



EBCI MINORS & INCOMPETENTS EARLY DISBURSEMENT POLICY GUIDELINES

1. General provisions

Application Process:

To be eligible for an early disbursement from the Minor's Fund, the minor's parent or legal guardian must submit an Early Disbursement Application to the EBCI Tribal Enrollment Office, with supporting documents by the following deadlines:

	<u>Deadline</u>	<u>If approved, payment is mailed:</u>
1 st quarter-	March 31	June 1
2 nd quarter-	June 30	September 1
3 rd quarter-	September 30	December 1
4 th quarter-	December 31	March 1

All applications are reviewed and discussed by the Investment Committee within 30 days of the quarter end date to be considered for approval. Additional information may be requested and the applicant will be notified if their application was approved or denied.

Supporting documents must be included with applications and may include but not limited to a detailed cost breakdown, itineraries for education trips, doctor's statement, medical opinion or record, etc.

Use of Funds:

Approved funds must be used for the purpose requested in the application. If there is a refund or approved funds are not used, the amount must be returned to the Treasury Office in order to credit the funds back to the individual minor's account.

If funds are used for purpose other than what is stated, the Committee will not consider any further early disbursement requests from the parent or guardian. **A parent or legal guardian cannot be reimbursed from the Minor's Fund for expenses incurred by the minor.**

Taxes:

All early disbursements are taxable. The Treasury Office is required to issue a 1099 for any disbursement in excess of \$600.00. The minor's parent/legal guardian will be responsible for the payment of any and all taxes related to the disbursement.

2. Education Needs:

- a. Funds may be approved for fees associated with attending a secondary school. Secondary School shall include intermediate boarding schools or private schools between grade levels of 9 to 12. These schools must be accredited according to the type of institutional purpose they serve, such as technical, vocational, or college preparatory curriculum.
- b. Disbursements may also be requested for school sanctioned or sponsored educational events, such as trips or activities that may benefit a student's academic growth and personal development. Acceptable requests include (for the requesting minor ONLY):
 - i. Travel costs including lodging, airfare, and transportation
 - ii. Insurance costs
 - iii. Any other fees deemed necessary by the school or travel companies coordinating the trip
- c. Minors with documented learning disability or a handicap requiring specialized training or education in academic or non-academic schools/programs, including tutoring. Documentation of the handicap is required from a physician, school, or program and must be submitted with the original application.
- d. Funding Limits:

- i. The Investment Committee may approve 50% of the total cost for attendance at a secondary school, as related to educational needs. This amount shall not exceed \$6,000. The Investment Committee may approve one (1) funding request per calendar year.
 - ii. The Investment Committee may approve one request per minor for educational travel costs related to school sanctioned or sponsored educational events, trips, or activities. This amount shall not exceed \$6,000. Minors will only be approved for one (1) educational travel request while their funds are held in the Minor's Trust. The committee will require a post-event report from the minor outlining what they have learned and how they will use this knowledge in their academic endeavors, as well as any secondary school or college credit received.
 - iii. Students are encouraged to engage in fundraising activities before requesting the early disbursement.
- e. All applications for the aforementioned requests will be reviewed by the Investment Committee. Any additional expertise from qualified professionals may be requested by the Investment Committee should the need arise.

3. Healthcare Needs:

- a. The Investment Committee may approve requests for health purposes not to exceed \$7,500.00 from the minor's individual account.
- b. The Investment Committee may approve requests greater than \$7,500.00 in circumstances where other funding is not available. This approval may only be granted by unanimous decision of the Investment Committee.
- c. Eligibility Requirements:
 - i. For minors with an urgent, unmet, and life threatening health care need where other resources, personal or Tribal, are not available.
 - ii. For minors with a severe handicap or who are terminally ill, and may not reach the age of 18.
 - iii. For minors in need of orthodontic treatment or equipment where other resources, personal or Tribal, are not available
 - iv. All requests MUST include specific health information from medical personnel supporting the need.
- d. All applications and documentation will be reviewed by the Investment Committee. Medical personnel or other qualified professionals may be called upon by the Investment Committee for further review.