

Additional Application for Educational Travel

This portion of the application should be used for all minors who are requesting an early disbursement for travel events or activities. 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.

- Cost of enrollment or participation for trip, event or activity a. \$ _____
- Airfare & associated costs, baggage fees, etc. b. \$ _____
- Trip insurance c. \$ _____
- Total Cost of Trip (add together lines a, b & c) d. \$ _____
- Total amount contributed by Parent and/or fundraising e. \$ _____
- Total amount of Request (subtract line e from line d) f. \$ _____

Finance Use Only:
Per Diem Amount if
requested:
\$ _____
Total Request Amount:
\$ _____
Initials: _____

Please check here if you would like to request funds for meals and incidental expenses.
Meals & incidental expenses are calculated using per diem rates provided by US Dept. of State or GSA.

Please check here if using a touring/travel company. Name of Company: _____

EBCI MINORS & INCOMPETENTS EARLY DISBURSEMENT POLICY GUIDELINES

1. Application Process: To be eligible for an early disbursement from the Tribal Enrollment Office with supporting documents by the following deadlines: March 31 (for June Check), June 30 (for September check), September 30 (for December check) and December 31 (for March check). All applications are reviewed and discussed by the Investment Committee within 30 days of the quarter end and 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 detailed cost breakdown, itineraries for education trips, medicap minor or record, etc. or legal guardian must submit an Early Disbursement Application to the EBCI Tribal Enrollment Office with supporting documents by the following deadlines: March 31 (for June Check), June 30 (for September check), September 30 (for December check) and December 31 (for March check). All applications are reviewed and discussed by the Investment Committee within 30 days of the quarter end and 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 detailed cost breakdown, itineraries for education trips, medicap minor or record, etc.
2. Use of Funds: Approved funds must be used for the purpose requested in the application. If there is a refund of approved funds not used, the amount must be returned to the Treasury Office. If funds are used for a purpose other than that stated, the Committee will not consider any further disbursement requests from the parent or guardian. A parent or legal guardian cannot be reimbursed from the Fund for expenses incurred by a minor.
3. Taxes: All early disbursements are taxable. The Treasury Office is required to issue 1099s for any disbursement over \$600.00. The guardian is responsible for the payment of all taxes related to the disbursement.
4. Education Needs: (a) Funds may be approved for fees associated with attending secondary school. Secondary schools include intermediate boarding schools or private schools between grades 9 to 12. These schools must be accredited according to the type of institution and purpose they serve such as technical, vocational or college preparatory curriculum. (b) Disbursements may also be requested for schools sanctioned or sponsored educational events such as trips or activities that may benefit the development of the minor. Acceptable requests include the request for ONLY (a) Travel costs including lodging, airfare and transportation. (b) Insurance costs. (c) Any other fees deemed necessary by the school or travel companies coordinating the trip. (d) Funding limits: 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. The Investment Committee may approve one request per minor for educational travel costs related to school sanctioned or sponsored educational events or 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. 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. Students are encouraged to engage in fundraising activities before requesting the early disbursement. (e) All applications for 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.
5. Healthcare Needs: (a) The Investment Committee may approve requests for health purposes that exceed \$7,500.00 from the minor's 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: For minors with an urgent and life-threatening health care need where other resources are not available. For minors with a severe handicap who are terminally ill and may not reach the age of 18. For minors in need of orthodontic treatment or equipment where other resources are not available. 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.



The Eastern Band of Cherokee Indians
 Treasury Division – Office of Budget & Finance
 Post Office Box 455 | Cherokee, North Carolina 28719 | (828) 359-7085
Application for Early Disbursement Direct Deposit Agreement
EBCI Minors Trust Fund *Revised 7/1/2021*



AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS OF MINORS TRUST FUND DISBURSEMENT
****OPTIONAL****

NAME: _____

I hereby authorize EASTERN BAND OF CHEROKEE INDIANS to initiate credit entries to my account indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of US law.

Checking

Savings

Bank Name: _____ **Bank Address:** _____

City: _____ **State:** _____ **Zip:** _____

Account Name: _____

Routing Number: _____ **Account Number:** _____

Please attach a VOIDED check or a letter from your financial institution. This form is considered incomplete without the verification document.

FOR HOUSING, HEALTHCARE OR EDUCATION APPLICATIONS

WIRE & DELIVERY INSTRUCTIONS

Receiving Institution Routing #: _____

Receiving Institution Account #: _____

Receiving Institution Name: _____

Beneficiary Name: _____

Beneficiary Instructions: _____

FFC: _____

By filling out this form, you accept that you are voluntarily enrolling in direct deposit for your Minors Trust Fund payment. You are responsible for keeping your bank account open. Any changes to your bank account may result in a late payment. The bank account for direct deposit must include the applicant's name.

**Deadlines are March 31, paid in June; June 30, paid in September;
 September 30, paid in December; and December 31, paid in March.**

****Payments are not issued with Per Capita payments and come from Charles Schwab Bank. Minors Trust Fund payments are guaranteed by the 15th of the month.****