

## **24-P-015**

### **HIGHER EDUCATION TECHNOLOGY ASSISTANCE POLICY**

This policy exists to promote the general welfare of the Tribe by providing a laptop and a license for Microsoft Office to support tribal members pursuing their higher education.

- 1. Enrolled PGST Members Attending an Accredited College or Vocational School at a Minimum of ½ Time Credit/Clock Hours are Eligible to Receive this Benefit.**
  - Full-time credit/clock hour status is defined by each institution.
  - Vocational schools must have a required online learning component.
  - Running Start students are eligible if they meet all the requirements of this policy.
- 2. Student Must Submit a Completed Application to the Higher Education Program Advisor.**
  - Must provide proof of enrollment in an eligible education program.
- 3. Higher Education Technology Assistance Will be Available One time Every Four Years and Shall Include a Laptop and a Microsoft Office License.**
  - Student may choose a laptop from the approved list established by the IT Department or be reimbursed for up to the current advertised amount (of the approved laptop) for a laptop purchased on their own.
  - Requests for reimbursement must be made within 7 days of the receipt date.
- 4. PGST Will Not be Responsible for Damaged, Lost or Stolen Devices and Will Not provide Technical Assistance.**
- 5. Assistance Used Outside the Scope of This Policy May Result in Repayment to the Tribe and Ineligibility for Future Eligibility.**
- 6. Record of Assistance Given Will Be Tracked and May be Subject to Audit.**
- 7. This Program is Discretionary and Subject to Tribal Council Approval of its Annual Budget.**
  - Monetary allowances of this policy will be approved each year at the Budget Retreat.
- 8. This Program Shall Be Administered in Compliance with Title 31 of the Tribe's Law and Order Code and §139E of the Internal Revenue Code of 1986, as Amended, and Therefore Shall Be Excluded from the Participant's Gross Income for Federal Income Tax Purposes and State Benefit Calculation.**
- 9. Assistance Will Not Diminish a Participant's TANF/SFA, RCA, PWA, ABD Cash, and Food Assistance Benefits, as Pursuant to Washington Administrative Code 388-450-0040.**