



Cowlitz Indian Tribe

Step 2: 2018–19 Request for Payment of Approved Tuition Assistance Award

This form is used to request payment of a preapproved Cowlitz Tuition Assistance Award. You must complete a 2018–19 Application for Tuition Assistance Award and be approved prior to submitting this request for payment. All funds awarded must be used for tuition and tuition related fees or books in the 2018-19 academic year—June 1, 2018 through May 31, 2019.

- Payment of the award is made each quarter/semester after submission of:
 - This completed Request for Payment form **and**
 - School statement/invoice showing tuition and tuition related fees owed. The statement/invoice must include the name of the school, student name and student ID#, and detail of tuition and tuition related fees. Payment, limited to the amount shown owing on the invoice/statement, will be mailed to the school.
 - Proof of purchase in the form of a receipt identifying the cost of books purchased. Payment, limited to the amount shown on the receipt, will be mailed to the student.

Please allow 2 to 3 weeks after submission of this request for processing/mailing of your payment.

Date:

Name:

Cowlitz Tribal Enrollment Number:

School: _____ Student ID Number: _____

School Address for Payment of Tuition/Fees OR Student Address for Book Reimbursement:(Street, PO Box, City, State, Zip Code):

If Requesting Payment of Tuition and Tuition Related Fees, School Financial Aid Office Phone Number and E-mail Address:

I am requesting payment for:

- ◇ Tuition and tuition related fees owed. Attach a school invoice/statement showing tuition and fees owed.
- ◇ Reimbursement of book costs up to \$500 per academic year. Attach proof of purchase in the form of a receipt identifying the cost of books purchased.

- ◇ I authorize the Cowlitz Indian Tribe interoffice use of my personal information.
- ◇ I agree all funds will be used in the academic year requested for tuition and tuition related fees and books and any unused funds will be returned to the Cowlitz Indian Tribe.
- ◇ I understand it is necessary to ensure funding for all Cowlitz students and agree to respond to communications from the Education Committee representative.
- ◇ I certify all of the information I have submitted is true and correct.

Signature

Date

E-mail this completed form with required documents to education@cowlitz.org. If you are unable to submit your request for payment electronically, contact Carol Burnison at 360-353-9588.

Only complete forms with attachments are eligible for payment. Incomplete forms will be returned.

Please allow 2 to 3 weeks after submission of this request for processing/mailing of your payment.

All unused tuition award funds must be returned to the Cowlitz Tribe.