



**Academic Advisement Programs Application**  
**Program Eligibility Guidelines**

The student tutoring reimbursement and credit recovery programs funded by the Chickasaw Nation provide at-risk Chickasaw students assistance to improve their academic performance. By completing this application, the student whose name appears below with the signature of his parent/legal guardian, makes application for reimbursement to the student tutoring reimbursement or credit recovery programs provided by the Chickasaw Nation.

**Forms need to be turned in before tutoring commences.**

**Applicant Information:** (If not completing online, please type or print clearly in ink)

Student name (first, middle, last, suffix):	
Student's mailing address – street, city, state and zip:	
Students' physical address – street, city, state and zip: <input type="checkbox"/> Same as Mailing	
Phone:	Home: Cell:
Birth date:	Email:
SSN:	Classification (check one): Grades: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup> <input type="checkbox"/> 6 <sup>th</sup> <input type="checkbox"/> 7 <sup>th</sup> <input type="checkbox"/> 8 <sup>th</sup> <input type="checkbox"/> 9 <sup>th</sup> <input type="checkbox"/> 10 <sup>th</sup> <input type="checkbox"/> 11 <sup>th</sup> <input type="checkbox"/> 12 <sup>th</sup>

**Parent / Legal Guardian:**

Parent / legal guardian's name (first, middle, last, suffix):		Parent / legal guardian's email:	
Parent / legal guardian's mailing address – street, city, state and zip:		<input type="checkbox"/> Same as Applicant	
Parent / legal guardian's physical address – street, city, state and zip:		<input type="checkbox"/> Same as Mailing	
Phone:	Home:	Work:	Cell:
Relationship:	Birth date:	Employer:	

**By signing below, you certify that tutoring has been received for the current academic classification:**

Parent / legal guardian signature:	Date:
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**Program applying for:**  *Student Tutoring Reimbursement Program*  
 *Credit Recovery Program*

**REFERRAL:**

**This portion must be completed by an acceptable school representative (superintendent, principal, teacher or counselor) confirming the student’s enrollment. You are responsible for having this portion completed. Please do not return to our office with this portion incomplete. Incomplete applications cannot be processed.**

This certifies that \_\_\_\_\_ is currently enrolled as a full-time student at

Student name

\_\_\_\_\_ School name

\_\_\_\_\_ School accreditation number

\_\_\_\_\_ School address

Is student on an IEP or 504 plan?

Yes  No

**School official’s comments stating subject and tutoring/credits needed:**

\_\_\_\_\_  
**Signature of school representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

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The Chickasaw Nation Supportive Programs Office and the applicant agree to strictly maintain the confidentiality of all information disclosed hereunder, or any amendments thereto. The parties agree that the information contained in said application shall be considered “Confidential Information” and shall not be disclosed to third persons, except upon written consent of the applicant or as otherwise required by law.

**Tutoring Reimbursement Program Guidelines:**

- Chickasaw students in 1st through 12th grades attending a state-accredited school or enrolled in a school which meets state academic curriculum standards for high school graduation.
- Forms needed before tutoring commences:
  - *Academic advisement programs application* Form 04900 with school’s referral defining academic assistance needed, completed and signed by the parent/guardian and an acceptable school official;
  - Child’s current report card showing a grade of “C” or lower in the area requested for tutoring;
  - If applicable, copy of an IEP or 504 Plan showing child’s name and school-recommended accommodation;
  - W-9 for parent/guardian for the reimbursement;
- Documentation showing tutor is qualified - documentation can be in the form of:
  - Teacher certification
  - Resume
  - Professional credentials
  - Letter of recommendation from an acceptable school official and most recent report card for those tutors still in college or high school. For those in high school, tutoring candidates cannot be lower than a 10th grader.
- Tutor cannot be a relative of the child or parent/guardian.
- Tutoring is limited to one hour per day per approved subject area for tutoring.
- Reimbursement is for tutoring in basic skills only – English-based reading, writing, math or science.
- If the subject is geography, social studies or history and the school official makes a referral based on low reading comprehension for this subject, then this subject would fit into the reading area for eligibility along with a report card reflecting the C or below grade criteria for eligibility for tutoring in this subject area.
- Once tutoring has been approved and the [tutoring allowance assistance log Form 04900L](#) has been submitted, a copy of the child’s current progress report must be submitted every six weeks to show improvement under the selected tutor’s assistance. If no progress has been shown in the six-week period, the tutor selected will no longer be an eligible tutor.
- Tutoring allowance assistance logs must be turned in monthly. If multiple children from a family are being tutored, all logs are to be submitted at the same time.
- Maximum tutoring allotment per year is \$600 per child.
- Reimbursement will not be provided for school tuition, online course fees, book rental, materials/supplies fees, advanced placement courses or concurrent college level classes.

### **Credit Recovery Program Guidelines:**

- Chickasaw students in 9th through 12th grades attending a state-accredited school or enrolled in a school which meets state academic curriculum standards for high school graduation.
- Payment will be made directly to the school which is providing credit recovery.
- Forms needed before credit recovery approval:
  - *Academic Advisement Programs Application* Form 04900 with school's referral signed by an acceptable school official.
  - Child's current report card showing a grade of "F"
  - W-9 for school
  - School's credit recovery application
- If for some reason the child should not complete the credit recovery class, the child will be on suspension.
- Maximum credit recovery per year is \$600 paid directly to the school.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>	
-	
-	
<b>or</b>	
<b>Employer identification number</b>	
-	

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends or distributions)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*