

NATIONWIDE ACADEMIC TUTORING PROGRAM – POST-SECONDARY STUDENTS

Support for Osage students in their educational endeavors is a priority for the Osage Nation. The Nationwide Academic Tutoring Program (NATP) is an additional academic resource provided by the Osage Nation Education Department to assist support in academic tutoring through the online Tutor.com platform. Osage students enrolled at a post-secondary institution are eligible to apply.

Eligibility Requirements.

NATP participants must:

1. Be a member of the Osage Nation;
2. Be a full-time or part-time student pursuing a post-secondary education;
3. Complete NATP – Post-Secondary Student application;
4. Submit a copy of their course schedule displaying the student's name, course name(s), credit hours of enrollment for each course, and the term.

Application Procedure

1. Completed applications will be processed by the Tutor Administrator within fifteen (15) business days upon receipt of the application. Applicants will be notified in writing of their acceptance or denial via email at the address listed on their application.
2. Notifications of denial will explain why the application was denied and enclose an appeal form and directions for submitting an appeal.

Students must reapply and be accepted each academic year in order to continue in the NATP.

Acceptance into the NATP

Students that meet the eligibility requirements will be accepted on a first come-first served basis. Acceptance is also dependent on available funds and the tutoring vendor's enrollment capacity in the student's area.

Upon final approval, the Education Department will issue the student a tutoring license to access the tutoring vendor for services.

Online Tutoring Platforms

The virtual tutoring vendor, Tutor.com is an online tutoring platform that is accessible 24/7 on demand in multiple subject areas for students enrolled in a post-secondary institution.

Limitations

Approved students shall be the only user of the virtual tutoring license.

Confidentiality

The information contained within each tutoring application, and any supporting documentation attached, is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the written consent of the

student's parent/guardian unless the information is being used to perform the duties of an Osage Nation employee. The student's information may be released to other Osage Nation Departments/Programs with which the applicant is receiving or requesting services and to the Office of the Osage Nation Attorney General if there is probable cause for an investigation to detect or eliminate fraud.

Further, tutoring vendors and their employees/tutors are bound by a Non-Disclosure Agreement with the Nation.

Grievances

Grievances/Complaints may be submitted to the Osage Nation Constituent Services Program. Grievance/Complaint Forms and the Complaint Policy are located on the Constituent Services web page of the Osage Nation website.

Grievances concerning NATP may be submitted directly to the Osage Nation Education Department. Grievance forms can be found on the Education Department web page of the Osage Nation website. All Grievances must be in writing on the approved forms and are subject to the Grievance Procedures outlined below.

Protected information will only be released to the Student, the Student's parent/guardian or the tutoring vendor's administration regarding the outcome of any formally filed grievance/complaint.

Grievance Procedure

1. Grievances must be submitted in writing to the Osage Nation Education Department.
2. Grievances will be reviewed by the Osage Nation Education Department.
3. Grievances will be answered, in writing, within thirty (30) calendar days upon receipt of the grievance by the Tutor Administrator or Education Department Director.
4. Determinations by the Education Department may be appealed by the Student and/or the Student's parent/guardian to the Osage Nation Secretary of Education within 10 (ten) business days upon receipt of determination from the Osage Nation Education Department.
5. The Osage Nation Secretary of Education will make a determination and notify the complainant within ten (10) business days.
6. The decision of the Osage Nation Secretary of Education is a final decision.

Grievances Regarding the Education Department Director

1. Grievances regarding the Education Department Director will be reviewed by the Osage Nation Secretary of Education..
2. The Osage Nation Secretary of Education will make a determination within thirty (30) calendar days upon receipt of the grievance and notify the complainant in writing.
3. The decision of the Secretary of Education is a final decision.