



## Funding Reimbursement for Tutors in MEP partnership

Participants who are enrolled in the KSP 150 course, have completed the KSP 150 course, or may complete the KSP 150 course in the future are eligible for \$350 if they tutor at least 20 hours. The MEP Student Navigator should complete the following form in conjunction with the participants in your program once they have reached the threshold in order to secure payment.

Checks will be mailed to the MEP Student Navigator for disbursement.



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

Any files that are uploaded will be shared outside of the organization they belong to.

\* Indicates required question



Program \*

- ☐ Faribault
- ☐ Owatonna
- ☐ Le Sueur-Henderson
- ☐ Mankato
- ☐ Tri-City United
- ☐ Waseca

MEP Student Navigator Name \*

Your answer

MEP Student Navigator Email \*

Your answer

Student Legal Name (First and Last) \*

Your answer

Student Email \*

Your answer



Student Street Address (for reimbursement the last month only) \*

Your answer

Student City, State, Zip (for reimbursement) \*

Your answer

Has this student completed KSP 150, are they currently enrolled in KSP150 course, or could they take KSP 150 before graduating? \*

- ☐ Yes, this is a current student in KSP150.
- ☐ Yes, this student has completed the KSP150 course.
- ☐ No, but this student still has time to take the KSP 150 course before they graduate.

Please upload a file showing the dates and hours of tutoring. As a reminder, the student needs to have tutored at least 20 hours to receive the reimbursement. \*

Upload 1 supported file. Max 10 MB.

 [Add file](#)

Please verify that a reflection activity has been completed by the student about their tutoring experience. \*

☐ Complete



Please select the form of reimbursement identified by the student. \*

- ☐ Check mailed to the MEP Student Navigator for disbursement
- ☐ Gift Card mailed to the MEP Student Navigator for disbursement

If you choose Gift Card as your form of reimbursement, please select the type of gift card.

- ☐ Target
- ☐ Walmart
- ☐ Amazon

For all forms of reimbursement, the check or gift card will be delivered to the school and the supervisor of the program will be responsible for distributing to the student. Please confirm that you have spoken with the student and communicated this process. \*

☐ I have confirmed with the student

I approve the reimbursement of the above name student for their service in tutoring for a minimum of 20 hours. The student will be reimbursed \$350. \*

☐ I approve

Submit

Clear form

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