

**TOADLENA/TWO GREY HILLS CHAPTER  
CHAPTER SCHOLARSHIP FINANCIAL ASSISTANCE  
POLICIES AND PROCEDURES**

I. AUTHORIZATION

- A. Pursuant to 26 N.N.C., Section 101 (A), the Toadlena/Two Grey Hills Chapter is required to formulate, implement, and operate in accordance with the Five Management System, to ensure accountability. The Toadlena/Two Grey Hills Chapter has developed the Five Management System policies and procedures consistent with applicable Navajo Nation Laws.
- B. Pursuant to Toadlena/Two Grey Hills Chapter Resolution TDLA/TGH-16-03-13-08, this Chapter Scholarship Financial Assistance Policies and Procedures is hereby approved and adopted.

PURPOSE

The purpose of the Toadlena/Two Grey Hills Chapter Scholarship Financial Assistance is to provide guidance in administering financial assistance to eligible community membership to complete his or her educational goal beyond high school and to pursue their career. The Navajo Nation allocates funds to the Chapters that are appropriated from general and trust funds.

II. ELIGIBILITY

- A. The applicant will be pursuing an Associate’s Degree including AAS, Bachelors degree, Master’s degree, Doctoral degree or a vocational certificate.
- B. Applicant will be admitted to an accredited college or university by one of the following regional accrediting associations:
  - 1. MSA - Middle State Association of Colleges and Schools
  - 2. NEASC – New England Association of Schools and Colleges
  - 3. NCA – North Central Association of Colleges and Schools
  - 4. NASC – Northwest Association of Schools and Colleges
  - 5. SACS – Southern Association of Colleges and Schools
  - 6. WASC – Western Association of Schools and Colleges
  - 7. Accredited Vocational Training/Certification Training Program
- C. The applicant will be enrolled as a full time student with twelve (12) or more credit hours or part-time student with six (6) to eleven (11) credit hours and will maintain a grade point average (GPA) of 2.0 or higher.
- D. The applicant will comply with the following deadlines:
  - 1. Fall Semester. . . . . August 31<sup>st</sup>

- 2. Spring Semester. . . . . December 31<sup>st</sup>
- E. Applicant will be awarded once per academic year, either for the Fall or Spring semester, and will not be awarded two consecutive semesters.
- F. If there are two (2) applicants from one household, one will be awarded for the Fall semester and the other will be awarded for the Spring semester.
- G. If an applicant is over the age of eighteen (18), living on their own and meets all other requirements, he/she will be considered for assistance based on independence from parent(s) or guardian regardless of status of siblings.
- H. The applicant will be a register voter of the Toadlena/Two Grey Hills Chapter, 6 months prior to scholarship assistance.
- I. If the applicant is under eighteen (18) years of age, the applicant's parents or guardian must be registered with the Chapter for at least six (6) months. If one of the parent or guardian is a registered voter with another Chapter, the applicant will sign an affidavit stating he or she will not be obtaining financial assistance from the other Chapter, which the parent or guardian is registered with.

III. PROGRAM GUIDELINES

Toadlena/Two Grey Hills Chapter will administer fund based upon the availability of funds and the following guidelines:

- A. The applicant will submit the following documents:
  - 1. Chapter Scholarship Check-Off List Form
  - 2. Chapter Scholarship Financial Assistance Application
  - 3. Submit School Release of Information Form
  - 4. A letter of Admission/Acceptance to an accredited institution/Enrollment Verification
  - 5. Copy of Certificate of Indian Blood (CIB)
  - 6. Copy of Social Security Card
  - 7. Copy of Navajo Nation Voter's Registration
  - 8. Transcript from last institution attended
- B. The Chapter will award and distribute in two (2) phases for the Chapter Scholarship Financial Assistance the following amount, according to applicant enrollment status and request with the exception of #5.
 

1.	Full-Time Student (12 or more credit hours)	\$ 500.00
2.	Part-Time Student (6 – 11 credit hours)	\$ 250.00

3. License and Certification Training \$ 500.00
- C. An awards letter stating the amount of grant approved will be forwarded to the student and institution showing the date of monetary distribution and amount granted.
- D. By a certified Chapter resolution, an eligible applicant will be awarded. The Chapter resolution will include applicant's name, college-vocational school-program attending, degree-certification-licensure receiving, the amount awarded.
- E. A folder containing all supporting documents will be filed for and attached all supporting documents as required in (A) above.
- F. For accountability, the Chapter Manager will notify the college, university or technical schools the student is attending periodically and inquire of the student's status, which will also reflect on the disbursement.
1. If the applicant has withdrawn from school, he or she will not be eligible to receive financial assistance.
  2. If the applicant applied as full-time but has withdrawn or dropped some classes and is carrying credit hours, as a part-time, he or she will be awarded based on the part-time status.
  3. If the applicant is in satisfactory status, he or she will continue to receive the disbursement as prescribed above.
- G. Upon completion of the semester attended, the student will be responsible for submitting a transcript to the Chapter Administration Office.
- H. Upon completion of licensure and certification training, the student will be responsible for submission a copy of license or certificate.

#### IV. APPLICANT RESPONSIBILITIES

- A. The applicant will adhere to all Policies and Procedures of the Chapter including the Five Management System and applicable Navajo Nation laws.
- B. Applicant will comply with Chapter Financial Assistance application deadlines.
- C. Applicant will submit Check-off List (Exhibit P), Scholarship Application (Exhibit P-A), Release of Information (Exhibit P-B), and all required documents to the **Chapter Administration Office prior to the scheduled Chapter planning meeting.**
- D. Applicant will maintain a GPA of 2.0 or above. The student will be placed on Probationary Status for the following reasons:
1. Recipient repeating courses from previous academic semester.

2. Recipient grade point average 1.00 to 1.99 during previous or current academic semester.
  3. If (1) or (2) applies, the recipient will be interviewed and counseled by the Chapter Officials to determine whether the recipient reason(s) are justifiable. If reason(s) is justifiable, recipient will be placed on probation status, if reason(s) are not justifiable, recipient will be disqualified.
- E. Upon completion of semester attended the applicant will submit to the Chapter Administration a copy of their transcript.

#### V. CHAPTER ADMINISTRATION RESPONSIBILITIES

- A. The Chapter Manager, in consultation with the Chapter Official will prepare a budget for Chapter Scholarship Financial Assistance and approved by the Chapter membership at a regular duly scheduled Chapter meeting.
- B. The Chapter Administration Staff will distribute Chapter Scholarship Financial Assistance application packet to students to determine eligibility.
- C. The Administrative Assistant will receive application packet and will review checklist to determine all required documents are attached. Application will then be stamped received and logged in.
- D. The Administrative Assistant will submit the application packet with all required documents to the Chapter Manager for review. The Chapter Manager will sign off on the application packet and submit to the Chapter Official for consideration at the Chapter planning meeting.
- E. Upon approval at a regular duly scheduled Chapter meeting, and within ten (10) days the Administrative Assistant will process disbursements based applicant enrollment status III, (B) (1 or 2).
- F. The Chapter Administration Staff will administer funds in accordance to the Fiscal Management Policies and Procedures.
- G. All disbursements will be written out to the institution.
- H. All disbursements will be mailed to the institution or picked up by the applicant.
- I. The Administrative Assistant will file all documents in accordance to the Chapters Records Management Policies and Procedures.

#### VI. DEFINITIONS

- A. Chapter Administration - employee of the Chapter, which includes Chapter Manager and Administrative Assistant.
- B. Chapter Manager - a Chapter employee who performs duties prescribed in 26 N.N.C. 1004 (B)(C) and 2003 (B).
- C. Applicant – a registered community student who has applied for Chapter Scholarship Financial Assistance.
- D. Academic Year - Fall and Spring semesters.
- E. Full-time Student – Carrying 12 or more credit hours per semester.
- F. Part-time Student – Carrying 6 – 11 credit hours per semester.

VII. AMENDMENT

The Toadlena/Two Grey Hills Chapter Scholarship Financial Assistance Policies and Procedures may be amended upon recommendation of the Chapter Manager or Chapter Officials and presented to the Chapter membership for approval at a regular duly scheduled Chapter meeting.

VIII. APPENDIX

- |    |   |             |
|----|---|-------------|
| A. | Check-off List for Student and Administration             | EXHIBIT P   |
| B. | Chapter Scholarship Financial Assistance Application      | EXHIBIT P-A |
| C. | Authorization for Release of Information Form             | EXHIBIT P-B |
| D. | Affidavit for Non-Financial Assistance from other Chapter | EXHIBIT P-C |