

## CHAPTER SCHOLARSHIP AND FINANCIAL ASSISTANCE

### TABLE OF CONTENT

- I. Authorization
- II. Mission Statement
- III. Applicable Laws
- IV. Purpose
- V. Policy
- VI. Role of the Students
- VII. Role of the Chapter Staff
- VIII. Dates
- IX. Eligibility
- X. Required Documents
- XI. Award Amount
- XII. Student Obligations
- XIII. Probation/ Repayment
- XIV. Amendments

Memorandum: Understanding

Chapter Scholarship and Financial Assistant Pamphlet

Cover Sheet for Chapter Scholarship and Financial Assistance

Chapter Scholarship and Financial Assistance Application

**CASAMERO LAKE CHAPTER  
SCHOLARSHIP AND FINANCIAL ASSISTANCE  
POLICIES AND PROCEDURES**

This policies and procedures shall supersede the TCDC Resolution Casamero Lake Chapter Scholarship and Financial aid of for Educational Expenses.

**I. AUTHORITY**

- A. Pursuant to 26NNC, Sect.101(A), Casamero Lake Chapter has formulated, implemented and operates by the Five Management System (FMS) to ensure accountability for the Chapter Scholarship and Financial Assistance aid for Educational Expenses.
- B. Pursuant to the Casamero Lake Chapter Resolution **CL# 06-11-2007**, the Chapter Scholarship and Financial Assistance policies and procedures.

**II. MISSION STATEMENT**

- A. The mission of the Casamero Lake Chapter is to provide scholarships assistance to the community youth and members for their educational goals utilizing the Navajo Nation Scholarship Funds.

**III. GOALS**

- A. Casamero Lake Chapter will make the initial investment to educate our youth by providing an opportunity for each student to obtain employment in the area of their study.
- B. Casamero Lake Chapter is pledging a sincere commitment by providing scholarship assistance, community employment, and making the initial investment for the youth to build a strong leadership trait in the Community.
- C. The major objective of the Casamero Lake Chapter is to encourage the community youth and members to obtain a degree in respective career to sustain a long term.

**IV. APPLICABLE LAWS**

- A. Casamero Lake Chapter shall comply with all applicable State, Federal, and Navajo Nation Laws such as the Navajo Nation Privacy and Access to Information Act.

**V. PURPOSE**

- A. The purpose of the Chapter Scholarship Policies and Procedures is to provide guidelines for the Chapter Manager and Chapter Officials in administering the Chapter Scholarship for community youth and members who are continuing and pursuing a higher education.

**VI. POLICY**

- A. All potential applicants requesting scholarship for educational purposes shall abide by these policies and procedures. Chapter Scholarships are awarded base on this policy and contingent on the availability of funds.

- B. All required documents shall be submitted before deadline date to Chapter Administration. The Chapter Manager shall present the completed application at planning meeting to be placed on regular meeting agenda for approval.
- C. The Applicant must be in attendance at Regular Chapter Meeting for their scholarship request.
- D. If the student cannot make it to the meetings, they can be represented by authorized family member with written documentation.
- E. Chapter membership will approve the scholarship requests by resolution at a duly called Chapter Meeting, before any students are awarded their scholarship funds.
- F. The Resolution will be drafted collectively for more than one student(s) on one resolution.
- G. All applications for the Chapter Scholarship will not be available until after the opening dates. No applications will be available prior to opening dates.
- H. The Student will submit all required documents to the Chapter Administration as described in Section VII, or it shall be considered incomplete and could be denied.
- I. The New Applicant will attend a mandatory Scholarship orientation at the Chapter House. If the student cannot attend mandatory orientation, the student will send a family member to represent them on their behalf with a written reason for nonattendance.
- J. The Chapter will assist students according to Chapter fiscal year allocation.
- K. Once the closing date is announced or posted, there will be no more add-ons to the list for approval during the duly called Chapter Meeting.

## **VII. ROLE OF THE STUDENTS/REQUIRED DOCUMENT**

- A. It's the student's responsibility to accurately complete scholarship application and submit the application with all required documents before deadline.
- B. If the student is under the age of 18, the parent(s) will be present at the Regular Chapter Meeting to advocate for their student.
- C. If the Student is unable to attend scheduled Regular Meeting, then the parents of the student will represent him/her and conduct themselves in a professional manner at a duly call chapter meeting.
- D. The Student and/or the parent(s) shall inquire about the scheduled Chapter Meeting.
- E. The Student shall submit an unofficial transcript at the end of each awarded semester to the Chapter.
- F. The New Applicant and/or parent(s) shall attend the mandatory orientation session at the Chapter prior to receiving the award.
- G. The Student and Parent(s) must read, understand and sign the Policy acknowledgement at the end of these policies.

- H. The Student will maintain a Grade Point Average (GPA) of 2.0 (C) or above at each semester. Should the student fail to maintain GPA of 2.0, then the student will be subject to Section XIII of this policy.
- J. The Student will contact the Chapter Administration for any serious medical or other reasons if they choose to withdraw from their college/technical institution.

### **VIII. ROLE OF THE CHAPTER STAFF**

- A. Chapter Administration will not be responsible for completing application(s) for the applicants.
- B. The Chapter Staff shall not be responsible for lost or damaged documents.
- C. Chapter Administration will not be responsible to contact Students regarding their application status.
- D. Chapter Administration will announce at the Chapter Planning Meeting regarding the availability of Chapter Scholarship funds and post notice on bulletin board for public information.
- E. Chapter Administration can accept faxed documents only to accept the application; the original application can be mailed or brought to the chapter before the Planning Meeting.
- F. Chapter Administration will provide pre-numbered applications upon opening dates to all potential students.
- G. Chapter Administration will inform the students of the Chapter Meeting date.
- H. Chapter Administration keep all required documents confidential and file them according to the Record Management Policies and Procedures.
- I. Chapter Manager will prepare a Resolution for all accurately completed applications for applicant(s) for the upcoming Chapter Meeting for approval.
- J. Chapter Administration and Chapter Officials will schedule and will conduct an orientation for all New Applicant(s) after Regular Chapter Meeting.
- K. Chapter Administration has up to five (5) business days after the Chapter Meeting to process checks for the Students.
- L. Chapter Administration will write all the checks payable to the Financial Aid Office at their institution.

All opening dates will begin after Chapter Planning Meeting and will close at the end of 15 business days.

- A. OPENING DATES:
  - 1. Fall Semester- July
  - 2. Spring Semester- December
  - 3. Summer- May
- B. DEADLINE DATES
  - 1. Fall Semester- July

2. Spring Semester- December
3. Summer Semester- May

**IX. ELIGIBILITY**

- A. The Chapter Administration shall notify neighboring Chapter(s) for verification if the applicant had received any assistance for Chapter Scholarship.
- B. The Student must be a registered voter or if the student is under 18 years of age their parent/guardian must be a registered voter of the Casamero Lake Chapter prior to applying.
- C. The Student must be enrolled full-time or part-time in an accredited college, university, vocational institution, or technical school.
- D. The Student must have a Navajo Nation census number.
- E. Returning students must submit an unofficial or official transcript for the recent ending semester to the Chapter Administration prior to re-applying.

**X. REQUIRED DOCUMENTS:**

- A. Student(s) will submit an accurately type or legible hand-written completed Chapter Scholarship Application and will be date stamped by the Chapter Administration.
- B. Certificate of Indian Blood (CIB)
- C. Official Navajo Nation Voter Registration Card
- D. High School or Unofficial College Transcript
- E. Current Class Schedule
- F. Original Letter of Acceptance from the Institution/Technical College, Student will provide an updated letter of acceptance for every new scholarship requests.
- G. Photo Identification
- H. Signed Policy & Procedures
- I. Social Security Card

**XI. AWARD AMOUNTS:**

The list award amounts are based on the fund availability and the semi-annual Navajo Nation Scholarship Allocations. If funds are limited, the award amounts will be reduced to so more students can benefit with the amount allocated to the chapter.

- A. Full-time Students will be eligible for up to a maximum of \$400.00
- B. Part-time Students will be eligible for up to a maximum of \$400.00
- C. Vocational and Technical Students will be eligible for up to a maximum of \$400.00

**XII. STUDENT OBLIGATIONS:**

Upon the award, the student(s) must meet the following requirements:

- A. Utilize the awarded funds toward educational needs and goals.
- B. Submit requested unofficial transcripts at the end of each awarded semester.
- C. Student(s) must without fail notify Chapter Administration if for any reasons they cannot continue with their education, i.e. finding a permanent employment, entering Military Service, death in family, etc.

### **XIII. PROBATION AND/OR REPAYMENT:**

The Probation Period will be a one (1) school year (Two (2) semesters) for any of the following reasons:

- A. Student withdraws from school without notifying the Chapter.
- B. Student's lack of attendance.
- C. Student drops below the reported credit hours amounts per classification, such as less than 12 credits for full-time or less than 3 credits for part-time.
- D. Student's GPA falls below 2.0 or C Grade equivalent.
- E. Student fails to submit an unofficial transcript at the end of the awarded semester.
- F. Student fails to complete their registered semester. The students will then be obligated to repay the funds back to the Chapter or will repay back the chapter through community service at 50 hours of work and they will be put on contractual probation for full semester.
- G. The Chapter will give every opportunity to provide Chapter Scholarship to students, if the students violate any part of the Scholarship Policies and Procedures; the Chapter has a right to decline for any future award.
- H. Chapter Scholarship is approved through duly called Chapter Meeting by Resolution. Once the Chapter Resolution is approved, its final action of Chapter membership.

### **XIV. AMENDMENTS**

Any amendments to the Chapter Scholarship policies and procedures may be recommended by any of the Chapter Administration or any community members in a written format. Then forwarded to Chapter Manager and/or Chapter Officials with all supporting documents and/or written opinions for official's review and discussions.

All purposed amendments will be presented at a Regular Chapter Meeting, by the Chapter President, after consultation with NN Department of Justice for final approval with a simple majority vote of the Chapter membership.

The following conditions will dictate whether, debate, or add and/or revise any section(s) or provision(s) of this Chapter Scholarship Policies and Procedures Manual.

- A. The funding source has changed.
- B. Procedures and Requirements for Submitting Amendments:
  - 1. The proposed amendments must be drafted with the new language underline and old language stricken through.
  - 2. Chapter Manager, in consultation with the Navajo Nation Department of Justice and the Office of Auditor General will review the proposed amendments to assure compliance with Navajo Nation Laws.

**MEMORANDUM OF UNDERSTANDING**

**TO:** ALL CHAPTER SCHOLARSHIP RECIPIENTS  
**FROM:** CASAMERO LAKE CHAPTER  
**DATE:**  
**SUBJECT:** Understanding of Obligations of the Scholarship Awards and Chapter Scholarship Policies and Procedures

I, \_\_\_\_\_, have read and understood the Chapter Scholarship Policies and Procedures.

I, \_\_\_\_\_ understood that upon my award of the Chapter Scholarship, I am obligated to utilize the funds for my educational expenses as specified in the Chapter Scholarship Policies and Procedures. I also understand that as specified in the Chapter Scholarship Policies and Procedures that I will be obligated to repay the awarded funds if I misuse the funds or if I withdraw from school unofficially and without notification to the Casamero Lake Chapter. If I'm unable to repay back the Chapter, I can work under Community Service up to 50 hours to repay back the amount I have been awarded.

**SIGNATURE:**

\_\_\_\_\_  
Student Signature      Date

\_\_\_\_\_  
Parent Signature, if minor      Date