

FY 2018 -01

Effective 2015

NAME: _____ DATE: _____

TOOH HALTSOOI COUNCIL OF NAATAANII CHAPTER
P.O. Box 1, SHEEP SPRINGS, NM 87364

Scholarship Recipient Cover Sheet

- _____ CURRENT SCHOLARSHIP APPLICATION
- _____ LETTER OF ACCEPTANCE
- _____ VERIFICATION OF VOTER REGISTRATION
- _____ REGISTRATION FORM/CLASS SCHEDULE/ OFFICIAL TRANSCRIPT

DOCUMENTS CHECKED BY:

APPROVED

DISAPPROVED

_____ Chapter Manager Signature

COMMENTS

TOOH HALTSOOI COUNCIL OF NAATAANII CHAPTER
P.O. BOX I, SHEEP SPRINGS, NM 87364

Effective 2015

Chapter Student Scholarship and Financial Assistance Application			Term Applying for: 20__ Spring Semester 20__ Summer Semester 20__ Fall Semester	
Date: _____				
PERSONAL INFORMATION				
Social Security Number		Census Number	Legal Name: (Last Name, First Name, Middle Initial)	
Current Mailing Address: City/State/Zip Code			Telephone Number:	
Permanent Home Address: City/State/Zip Code			Telephone Number:	
Date of Birth	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male		Marital Status:	Number of Children:
Are you a Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a registered voter of Tooh Haltsooi Council of Naataanii Chapter? Must provide proof of voter registration. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Mother's Name:		Address: City/State/Zip		Tribe:
Father's Name:		Address: City/State/Zip		Tribe:
EDUCATIONAL INFORMATION				
High School: Name/City/State			Month & Year of Graduation or GED received	
College Classification <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Post-Graduate	College, University, or School you plan to attend: Name/City/State			
	Major:		Type of Degree Seeking:	
	Letter of Acceptance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Chapter Resolution? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of Request? \$ _____	
	Name of College or University Last Attended		Month & Year	
Have you received a Navajo Nation Scholarship? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____		Have you received a Chapter Scholarship before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____		
Institution: _____		*Please submit your last transcript that you were funded for.		
CERTIFICATION				
I certify that the information provided is correct to the best of my knowledge. I understand that if any information is found fraudulent, any further request for assistance will be denied. I give my permission to Tooh Haltsooi Council of Naataanii Chapter to receive transcripts and financial information.				

Student Signature	Date
Check off list for Completion:	
<input type="checkbox"/> Current Scholarship Application	<input type="checkbox"/> Signed Policies & Procedures Memo
<input type="checkbox"/> Letter of Admission	<input type="checkbox"/> Social Security Card
<input type="checkbox"/> Verification of Voter's Registration	<input type="checkbox"/> Census Number (CIB)
<input type="checkbox"/> Registration Form/ Class Schedule	<input type="checkbox"/> Photo Identification
DOCUMENT CHECKED BY: _____	

CHAPTER SCHOLARSHIP AND FINANCIAL ASSISTANCE

EXHIBIT L

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**TOOH HALTISOI COUNCIL OF NAATAANII CHAPTER SCHOLARSHIP AND FINANCIAL ASSISTANCE
POLICIES AND PROCEDURES**

I. MISSION STATEMENT

- A. The mission of the Tooh Haltsooi Council of Naataanii Chapter is to provide assistance in the form of scholarships and financial assistance to the community youth and members for their educational needs and goals utilizing the Navajo Nation Scholarship Funds allocated to the Chapter.
- B. The Tooh Haltsooi Council of Naataanii Chapter will make the initial investment to educate our youth and provide an opportunity for each student to obtain employment in the area of study.
- C. The Tooh Haltsooi Council of Naataanii Chapter is pledging a sincere commitment to provide information regarding scholarship assistance, employment, and making the initial investment in the youth to build a strong foundation for the leadership for the Chapter community and Navajo Nation.
- D. The major objective of the Tooh Haltsooi Council of Naataanii Chapter is to encourage the community youth and members to obtain a degree in a respective field of study and obtain employment within the Navajo reservation to enrich every aspect of the Chapter community and Navajo Nation.
- E. The goal of the Tooh Haltsooi Council of Naataanii Chapter is to pave a path and provide an opportunity for all community youth and members to embrace and enrich their educational horizons and paradigms by pursuing a higher education.

II. APPLICABLE LAWS

- A. The Tooh Haltsooi Council of Naataanii Chapter shall comply with all applicable Federal and Navajo Nation laws such as the Navajo Nation Privacy and Access to Information Act.

III. PURPOSE

- A. The purpose of the Chapter Scholarship and Financial Assistance Policies and Procedures is to provide guidelines to the Chapter in administering the Chapter Scholarship or Financial Assistance Funds for educational expenses for the community youth and members who are continuing and pursuing a higher education.
- B. The student can be assisted with educational expenses such as tuition, books, school supplies, or room and board.
- C. The student can be assisted with graduation expenses such as cap & gown, tassel, etc., if funds are available.
- D. The student can be assisted with transportation expenses to and from school location if funds are available.

IV. POLICY

- A. All potential applicants that are requesting scholarship/assistance for educational purposes shall abide by these policies and procedures.
- B. The pre-numbered applications for the Chapter Scholarship and Financial Assistance will not be available until the opening dates per Section VII of these policies and procedures. No applications will be available prior to opening dates.
- C. The student must sign out for the pre-numbered application to prevent duplication of forms.
- D. The Chapter shall not accept any early applications or faxed applications due to the first-come/first-serve basis.
- E. The student shall submit all essential documents to the Chapter as described in Section IX of these policies and procedures. Any missing documents shall deem the application incomplete and denied for further consideration.
- F. The Chapter shall assist as many students as possible depending on the fund availability.

V. ROLE OF THE STUDENTS

- A. The student shall come to the Chapter to obtain and submit all essential documents by the designated deadlines.
- B. The student shall conduct oneself in a professional matter.
- C. The student shall submit an official transcript at the end of each awarded semester to the Chapter.
- D. The student shall attend the mandatory orientation session at the Chapter prior to receiving the award.
- E. The student shall inform the Chapter of all other scholarship and financial assistance awards.
- F. The student shall maintain a grade point average of 2.0 (C) or above for all semesters.
- G. The student shall maintain the credit hours reported on the application and adequate attendance.

VI. ROLE OF THE CHAPTER STAFF

- A. The Chapter staff shall not be responsible for compiling documents for the applicants.
- B. The Chapter staff shall not be responsible for lost or damaged documents.
- C. The Chapter staff shall not be responsible for contacting students regarding their application status except to inform the student of whether he/she was awarded or denied.

IX. REQUIRED DOCUMENTS

- A. Accurately completed pre-numbered application and date stamped by the Chapter Administration.
- B. Social security card
- C. Voter registration card
- D. Official high school or college transcript
- E. Current class schedule
- F. Original letter of acceptance from the school
- G. Photo identification

X. AWARD AMOUNTS

The dollar limits on scholarship and financial assistance are based on fund availability and the Navajo Nation Scholarship allocations. If funds are limited, the award amounts shall be reduced to benefit more students and/or the number of students accepted/awarded shall be reduced.

- A. Full-time students shall be eligible for a maximum of amount of \$1000 or minimum amount of \$300.
- B. Part-time students shall be eligible for a maximum of amount of \$300 or minimum amount of \$150.
- C. Vocational and Technical students shall be eligible for a maximum of amount of \$300 or minimum amount of \$150.

XI. STUDENT OBLIGATIONS

Upon the award, the student must meet the following conditions:

- A. Utilize the awarded funds toward educational needs and goals.
- B. Submit requested transcripts at the end of each awarded semester.

XII. PROBATION/REPAYMENT

The probation period shall be one (1) full school year for any of the following reasons:

- A. The student withdraws of school without notifying the Chapter.
- B. The student's lack of attendance.

- D. The Chapter staff shall announce at the Chapter meetings the availability of Chapter Scholarship and Financial Assistance funds, or post notices of fund availability and application process.
- E. The Chapter staff shall not accept faxed documents.
- F. The Chapter staff shall provide pre-numbered applications upon opening dates to all requesting students.
- G. The Chapter staff shall safeguard all essential documents and file them according to the Records Management Policies and Procedures.
- H. The Chapter staff shall conduct an orientation session for all requesting students.
- I. The Chapter staff shall make periodic and random verification on all scholarship recipients for attendance and adequate academic progress.
- J. The Chapter staff has five (5) working days to process checks for the students, upon award.
- K. The Chapter staff will make the check payable to the student, unless the Chapter Administration deems it necessary to draft the check payable to the school.

VII. DATES

The date will vary based on fund availability for Chapter Scholarship and Financial Assistance:

- A. OPENING DATES:
 - 1. Fall semester – August 1st
 - 2. Spring semester – January 1st
 - 3. Summer semester – June 1st
- B. DEADLINE DATES:
 - 1. Fall semester – August 15th
 - 2. Spring semester – January 15th
 - 3. Summer semester – June 15th

VIII. ELIGIBILITY

- A. The student must be a registered voter of the Tooh Haltsooi Council of Naataanii Chapter for at least six (6) months or a parent must be a registered voter for one (1) year prior to applying.
- B. The student must be enrolled full-time or part-time in an accredited college, university, vocational institution, or technical school.
- B. The student must be a member of the Navajo Nation with a census number.
- C. Returning students must submit an official transcript for the ending semester directly to the Chapter prior to re-applying.

- C. The student drops below the reported credit hours per classification, such as less than twelve (12) credits for full-time or less than three (3) credits for part-time.
- D. The student's grade point average falls below 2.0 (C) for the awarded semester.
- E. The student fails to submit an official transcript at the end of the awarded semester.
- F. The student fails to complete his/her registered semester. The student will then be obligated to repay the funds back to the Chapter and they will be put on probation for future considerations.

XIII. FIVE MANAGEMENT SYSTEM POLICIES AND PROCEDURES

For the administration of the Student Scholarship and Financial Assistance Funds, the Chapter will comply with the Five Management System Policies and Procedures including Fiscal and Records.

MEMORANDUM

DATE: (Date)
TO: All Chapter Scholarship Recipients
FROM: Tooh Haltsooi Council of Naataanii Chapter
SUBJECT: Understanding of Obligation of the Scholarship and Financial Assistance Awards and Chapter Scholarship or Financial Assistance Policies and Procedures

I, _____, have read and understood the Chapter Scholarship and Financial Assistance Policies and Procedures.

I, _____ understand that upon my award of the Chapter Scholarship and Financial Assistance, I am obligated to utilize the funds for my educational expenses as specified in the Chapter Scholarship and Financial Assistance 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 Sheep Springs Chapter.

SIGNATURE:

Student Signature Date

Parent Signature, if minor