

TO’HAJIILEE NAVAJO CHAPTER /CANONCITO BAND OF NAVAJOS
SCHOLARSHIP POLICIES AND PROCEDURES

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TO'HAJIILEE NAVAJO CHAPTER/CANONCITO BAND OF NAVAJOS
SCHOLARSHIP POLICIES AND PROCEDURES

- I. Policy
- A. This is the policy of the To'Hajiilee Navajo Chapter/Canoncito Band of Navajos encourages its students to be successful in their educational endeavors and to excel in their studies to obtain their certificate, vocational diploma, and/or degree.
- II. Authorization
- A. Pursuant to 16 N.N.C. section 101 (A), To'Hajiilee Navajo Chapter/Canoncito Band of Navajos Resolution _____ approves the Chapter Scholarship Policies and Procedures for all eligible registered community members with funds to assist with cost of tuition and books.
- B. To'Hajiilee Navajo Chapter/Canoncito Band of Navajos is given the authority to locate and approve funds for Chapter Scholarship funds to provide students who are registered voters with assistance to assist with costs associated with higher education, i.e., tuition, books and etc.
- III. Purpose
- A. To'Hajiilee Navajo Chapter/Canoncito Band of Navajos Scholarship Assistance Program's serves eligible community members and provide them the opportunity to achieve their educational goals. This opportunity is a privilege with the intent for recipients to return to To'Hajiilee Community to help develop their community.
- IV. Privacy act statement
- A. All application files shall be kept confidential by To'Hajiilee Navajo Chapter/Canoncito Band of Navajos
- B. Prior to To'Hajiilee Navajo Chapter Administration to disclosing information the applicant must submit a signed disclosure statement.
- V. Definitions
- A. Academic Term: The duration of one semester, one quarter, one trimester or summer sessions as required for an accredited educational institution.
- B. Applicant: A community member who is a registered voter applying for To'Hajiilee Navajo Chapter Scholarship Assistance.
- C. Award: Specified amount of money granted for scholarship assistance for an academic term or academic year for all completed applications that has gone through the review and approval process.

D. Credit Hour: A unit of academic credit representing number of classes taken per semester, quarter, trimester, etc.

VI. Responsibilities of the applicant

- A. The applicant shall abide by and comply with the Scholarship Policies and Procedures. These requirements shall include, but are not limited to, submitting verification of active registered voter, scholarship application, current letter of admission/continuous enrollment verification, letter of interest, class schedule and unofficial transcript (with final grades and GPA listed).
- B. The applicant shall comply with requirements of the education institution
- C. The applicant shall fulfill his/her academic obligations and comply with all applicable laws, polices, rules, regulations, and procedures of the To'Hajiilee Navajo Chapter/Canoncito Band of Navajos.

VII. Responsibility of To'Hajiilee Navajo Chapter/Canoncito Band of Navajos

- A. The Community Services Coordinator is responsible to ensure the security and confidentiality of the applications.
- B. When the application and supporting documents are submitted, the packet will be clocked in and assigned a tracking number, properly filed and labeled to be put away in a file cabinet to ensure non-accessibility of non-staff members.

VIII. General eligibility

- A. All applications must include:
 - a. Application
 - b. Letter of admissions or continuation of enrollment,
 - c. Letter of interest,
 - d. Class schedule, and
 - e. Unofficial transcript that lists the final grades and GPA of the last completed semester.
- B. All applicants must have active voter registration with To'Hajiilee Navajo Chapter/Canoncito Band of Navajos at the time he/she is applying for scholarship assistance.
 - a. Should the applicant be a minor (under 18 years of age) parents/legal guardian's voter registration shall apply.
 - b. If the student recently turned 18 and registers to vote within 30 days of their birthdate, they will be considered eligible. If, however, they fail to do so, they will not be eligible until the sixth month after their voter registration date.
- C. Student shall maintain a grade point average of 2.5 and above.
- D. To'Hajiilee Navajo Chapter/Canoncito Band of Navajos scholarship assistance is based on the availability of scholarship funds.

IX. Deadlines for scholarship assistance application

A. All applicant shall comply with the following deadline:

Fall Semester	Begin June 1 st	End July 1 st
Spring Semester	Begin November 1 st	End December 1 st
Summer Semester	Begin April 1 st	End May 1 st

X. Notification for scholarship assistance status

A. All applications with the required attachments should be submitted to the To'Hajiilee Navajo Chapter/Canoncito Band of Navajos Administration and will be date stamped.

B. The To'Hajiilee Community Services Coordinator in consultation with Chapter Officials shall review applications to determine eligibility and forward to chapter membership for approval at a duly called chapter meeting.

C. Checks will be issued to the student after the applications are approved at the chapter meeting. The checks will be issued, following the fiscal management policy and procurement process. within ten (10) business days after approval.

D. The To'Hajiilee Chapter Manager shall notify determine ineligibility applicant(s) in writing within five (5) working days after approval.

a. In the case of a student withdrawing from the university due to medical reasons, a letter of information and request for reinstatement once they are ready to return to school will be required to be sent to the Community Services Coordinator.

XI. Funds allocation

A. Full Time: Enrolled in twelve (12) or more semester credit hours (Fall/Spring) or six (6) or more credit hours (Summer). \$300.00

B. Part Time: Enrolled in three (3) to eleven (11) semester credit hours (Fall/Spring) or three (2) to five (5) credit hours. \$150.00

XII. Disqualification

A. Reasons for disqualification

1. The applicant intentionally falsifies information to obtain scholarship assistance
2. If the student fails to maintain the required GPA of 2.5
3. Student is penalized for disenrollment by the educational institution.

B. Procedures for ineligibility

1. Student may repay the amount of the scholarship assistance that was awarded.

C. Penalties

1. Student will not be eligible for scholarship assistance for one academic year.

XIII. Suspension of award

- A. In the event a student's GPA is below a 2.5:
 - 1. To'Hajiilee Navajo Chapter/Canoncito Band of Navajos will suspend the award for one academic year.
- B. Withdrawals
 - 1. If the student has withdrawn from the institution, they will not be eligible for one year.
 - 2. If the student withdrew from one or two classes for two consecutive semesters, the student will be suspended from funding for one semester.

XIV. Reinstatement

- A. Once the suspension period expires, To'Hajiilee Navajo Chapter/Canoncito Band of Navajos will need a verification of enrollment with the application packet in order to be considered for funding.
- B. The Community Services Coordinator will review the letter of interest for the pending reinstated student in order to determine if the student is in-line to complete their coursework and close to graduating before awarding scholarship.

XV. Appeal process

- A. We reserve the right to modify and appeal this policy at any time.
- B. Submissions of appeal request do not guarantee approval.
- C. Incomplete or missing documentation will delay the appeal process.
- D. Any changes to the scholarship awards will be contingent on types of funds available and eligibly policies
- E. Process
 - 1. Applicant has 10 business days following receipt of disapproval decision.
 - 2. Appeal must be completed in writing, addressed to the Community Services Coordinator and Chapter Officials regarding the nature of the disapproval.
 - 3. The Community Services Coordinator and Chapter Officials have 10 business days to review the appeal letter and make a final determination of the disapproval and will not be overturned at a later time.
 - 4. Failure of the applicant/student to appeal within the given time frame, shall be deemed a waiver of the appeal process.

XVI. Amendment

To'Hajiilee Navajo Chapter/Canoncito Band of Navajos scholarship assistance policies and procedures may be amended as deemed necessary.