

**KAYENTA CHAPTER
POLICIES AND PROCEDURES FOR
STUDENT EDUCATIONAL FINANCIAL ASSISTANCE**

I. PURPOSE

The purpose of the Kayenta Chapter Student Educational Financial Assistance Policies and Procedures is to guide the Kayenta Chapter Administration in managing the Kayenta Chapter Student Educational Financial Assistance Funds for active registered community members of the Kayenta Chapter. The Navajo Nation allocates these funds to support eligible community members pursuing post-secondary education, including associate's and bachelor's degrees, as well as graduate and vocational programs.

II. AUTHORIZATION

Pursuant to 26 N.N.C., Section 101(A), the Kayenta Chapter is operating under the Five Management System (FMS) to ensure accountability and has developed the Kayenta Chapter's Student Educational Financial Assistance Fund to assist registered community members with educational and vocational financial assistance.

Pursuant to the Kayenta Chapter Resolution No. KY21-68-10, the Kayenta Chapter Student Scholarship Fund Assistance Policies and Procedures, is hereby approved and adopted on October 21st, 2021.

Pursuant to the Kayenta Chapter Resolution No. KY25-06-023, the Kayenta Chapter Student Educational Financial Assistance is hereby amended and approved on June 18, 2025.

III. APPLICABLE LAWS

The Kayenta Chapter shall comply with all applicable Navajo Nation laws.

The Kayenta Chapter shall comply with the Navajo Nation Privacy and Access to Information Act.

IV. AMENDMENTS

- a. The Kayenta Chapter Student Scholarship Fund Policies and Procedures shall be reviewed by the Chapter Officials and Chapter administration on an annual basis to determine if qualifications and the award amounts are deemed sufficient.
- b. Due to limited Chapter funds, the Kayenta Chapter Administration, in consultation with Chapter Officials, shall determine Student Educational Financial Assistance funding award amounts every year.
- c. The Kayenta Chapter Student Educational Financial Assistance Policies and Procedures shall be presented to the Kayenta Chapter membership for review, comment, and approval by a Chapter resolution.

V. POLICY

- a. Students shall be an active registered voter of the Kayenta Chapter for at least three months before applying for student educational financial assistance.
- b. Due to limited funds, the Kayenta Chapter administration, in consultation with Chapter Officials, shall determine the number of students to be awarded for the Fall, Spring, and summer semesters.
- c. The Student Financial Assistance Fund shall be budgeted under the Fund 13 and Fund 14 accounts.
- d. The Chapter membership shall approve the carryover budget for Fund 13 and Fund 14 accounts.
- e. Students who are awarded shall sign a letter of commitment to volunteer at two-chapter community events.
- f. The Kayenta Chapter shall provide information to the public when the Student Educational Financial Assistance applications will be accepted and provide a deadline date.

- g. The Chapter administration shall not accept any documents until all required documents have been received as one complete package.
- h. Students shall be awarded once per fiscal year (October 1st to September 30th) to ensure that more students are being awarded for financial assistance.
- i. Students shall be allowed to submit an application in person or by email.
- j. Deadlines:
 - i. Fall Term
 - 1. August 1st to August 31st
 - ii. Winter/Spring
 - 1. January 1st to January 31st
 - iii. Summer
 - 1. June 1st to July 19th

VI. ROLE OF THE STUDENT

- a. The student shall check on the chapter website and/or chapter social media to see when deadlines are due to submit a student educational assistance application
- b. The student shall ensure that all required documents are included with the application before submitting documents to the Chapter Administration
- c. The student shall maintain a Grade Point Average of 2.0 or above for all semesters
- d. If the student withdraws from any class(es), the student shall not be awarded until the class(es) withdrawn from have been completed.
- e. The student shall volunteer at two-chapter community events in the same year they were awarded.

VII. ROLE OF CHAPTER ADMINISTRATION

- a. The Kayenta Chapter administration shall have the Student Educational Financial assistance application available on the Chapter's website for applicants to download, or an application can be picked up at the Chapter administration office.
- b. The Chapter administration shall post the Student Financial Scholarship Fund Financial assistance announcement by posting flyers locally and on the Kayenta Chapter's website and the Chapter's social media page.
- c. Kayenta Chapter administration shall not accept any documents until all required documents have been received as one complete package. Incomplete documents shall not be accepted by Chapter administration.
- d. The Chapter Administration shall review the application and documents for completeness.
- e. The Chapter Manager shall review the applications and supporting documents and determine who will be awarded and denied.
- f. The Chapter's Administrative Assistant shall process and disburse checks in accordance with the Kayenta Chapter's Fiscal Policy and Procedures manual and disburse to the student.

VIII. REQUIRED DOCUMENTS

- a. Kayenta Chapter Student Educational Financial Assistance application
- b. Copy of the Student's social security card
- c. Copy of Driver's license or state-issued ID.
- d. Copy of Certificate of Indian Blood
- e. Copy of Navajo Nation Voter's Registration card or verified by Chapter Administration
- f. Copy of Letter of Acceptance from an accredited post-secondary institution for incoming freshmen and those entering Post Baccalaureate institutions.
- g. Copy of verification of college or vocational enrollment for the semester the student is applying for financial assistance
- h. Copy of Official transcript to show applicant's cumulative G.P.A.

- i. High schools that have just graduated shall submit a high school transcript.
 - ii. All other students shall provide a transcript from the last/current college/vocational institution attended/attending.
- i. Copy of class schedule
- j. Letter of Commitment
- k. Student Acknowledgement of the Kayenta Chapter's Student Educational Financial Assistance fund policy and procedures.

IX. ELIGIBILITY

- a. Student shall be an active registered voter of the Kayenta Chapter for 3 months before applying for the Kayenta Chapter Student Educational Financial Assistance.
- b. If an applicant is under 18, the parent(s) shall be enrolled members and be registered with the Kayenta Chapter for 3 months before applying for student educational financial assistance.
- c. Student shall have a cumulative G.P.A. of 2.0 or above to be considered for financial assistance.
- d. Undergraduate students with 12 credits or more will be considered full-time.
- e. Graduate students with 9 credits or more will be considered part-time.

X. PROBATION

- a. The probation period will be for one school year for any of the following reasons:
 - i. Student withdraws from school
 - ii. Student G.P.A. falls below 2.0

XI. MONETARY AWARD AMOUNTS

- a. Kayenta Chapter award amounts shall be based on the Chapter's budget allocations and availability of funds.
- b. Upon review of the student's application and submitted documents, applicants who have met all of the requirements shall be awarded as follows:
 - i. College
 - 1. \$600.00 for full-time and \$300.00 for part-time
 - ii. Vocational/Trade School