

**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 provide guidance to the Kayenta Chapter Administration in managing the Kayenta Chapter Student Educational Financial Assistance Funds for active registered community members of Kayenta Chapter. The Navajo Nation appropriates these funds to assist eligible community members who are pursuing post-secondary education degrees; such as associates and bachelor degrees, as well as graduate programs, 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 Scholarship Fund assistance to assist registered community members with educational and vocational attendance.

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 21<sup>st</sup>, 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 federal, state, and 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 Scholarship Fund 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 votes of the Kayenta Chapter for at least three months prior to applying.
- 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 that are awarded shall sign a letter of commitment to volunteer at two-chapter community events.
- f. An announcement will be made prior to the deadline submission to submit all documents as a package to the Chapter administration
- g. The Chapter administration shall not accept any documents until all required documents have been received as one complete package. Documents that are incomplete shall not be accepted by the Chapter administration.
- h. Students shall be awarded once per fiscal year (October 1 to September 30) 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 1<sup>st</sup> to August 31<sup>st</sup>
  - ii. Spring
    - 1. January 1<sup>st</sup> to January 31<sup>st</sup>
  - iii. Summer
    - 1. June 1<sup>st</sup> to July 19<sup>th</sup>

#### **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 prior to 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 and attend 1 planning and 1 regular meeting.

#### **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 or emailed to the applicant.
- b. The Chapter administration shall post the Student Educational Financial Assistance announcement by posting flyers locally and on the Kayenta Chapter's website and 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. Documents that are incomplete 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 get 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

**VIII. REQUIRED DOCUMENTS**

- a. Kayenta Chapter Student Educational Financial Assistance application
- b. Copy of Student 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 accredited post-secondary institution for incoming freshmen only
- 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. Incoming freshmen will need to provide a high school transcript.
  - ii. All other students shall provide a transcript from the last college/vocational institution attended
- i. Copy of class schedule
- j. Letter of Commitment
- k. Student Acknowledgement form
- l. Authorization for Release of Information

**IX. ELIGIBILITY**

- a. Student shall be an active registered voter of the Kayenta Chapter for 3 months prior to applying for Chapter's Student Scholarship fund.
- b. If an applicant is under 18, the parent(s) shall be an enrolled member and be registered with Kayenta Chapter for 3 months prior to 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.

**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 Chapter's budget allocations and availability of funds.
- b. Upon review of Student's application and submitted documents, applicants that have met all of the requirements shall be awarded as follows:

College- \$600.00 for full time and \$300.00 for part time