

KAYENTA CHAPTER
POLICIES AND PROCEDURES FOR
STUDENT SCHOLARSHIP FINANCIAL ASSISTANCE

I. PURPOSE

The purpose of these policies and procedures is to provide guidance to the Kayenta Chapter Administration in administering Chapter Scholarship Funds for active registered tribal members of Kayenta Chapter. The Navajo Nation appropriates these funds to assist eligible Navajo students who are pursuing post-secondary education degrees; such as associates and bachelor degrees, as well as for post-secondary vocational programs and certificates.

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 21st, 2021.

III. APPLICABLE LAWS

The Kayenta Chapter shall comply with all applicable federal, state and Navajo Nation laws.

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 Scholarship 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 voter of the Kayenta Chapter for at least three (3) months prior to applying; a follow up verification shall be conducted with Navajo Nation Election office in Tuba City, Arizona.
- b. Due to limited funds, the Kayenta Chapter administration, in consultation with Chapter Officials shall determine how many students shall be awarded for the Fall and Spring semesters for both college and vocational attendance, and shall be budgeted accordingly.

- c. The Student Financial assistance fund shall be budgeted under the Fund 13 and Fund 14 accounts.
- d. The Chapter membership shall approve the annual and carryover budget for Fund 13 and Fund 14 accounts.
- e. An announcement will be made every September and February with a deadline of three weeks to submit all documents as a package to the Chapter administration.
- f. 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 Chapter administration.
- g. Students shall be awarded once per fiscal year to ensure that more students are being awarded for financial assistance.
- h. Students shall be allowed to submit an application in person or by email.

Deadlines:

Fall Term	September 30, 2021	Submit application with required documents
	October 31, 2021	Last day to submit documents
Winter/Spring	February 28, 2022	Submit application with required documents
	March 31, 2022	Last day to submit documents
Summer	June 30, 2022	Submit application with required documents
	July 31, 2022	Last day to submit documents

VI. ROLE OF CHAPTER ADMINISTRATION

- a. The Kayenta Chapter administration shall have the Student Scholarship Fund 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 Scholarship Fund Financial assistance announcement by posting flyers locally and on the Kayenta Chapter's website.
- 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's Administrative Assistance (AA) and the Chapter Manager shall review the application and documents for completeness.
- e. Once the application is complete, the AA shall forward all documents to the Chapter Manager for further review and approval.
- f. The Chapter Manager shall return documents back to the AA for payment processing.
- g. Applicants that have met the requirements shall be notified by an approval letter and a complementary call of their award letter.
- h. Applications that are denied shall be filed for audit purposes, and denied applicants shall be informed by postal mail.
- i. The Chapter's Administrative Assistance shall process and disburse checks in accordance with the Kayenta Chapter's Fiscal Policy and Procedures manual. All processed checks shall be pick up or mail to recipient.
- j. The Chapter Manager shall report back to the Chapter Officials and membership the number of students that were awarded for the Fall and Spring Semesters.

VII. REQUIRED DOCUMENTS (RECEIVED AS WHOLE PACKAGE)

- a. Kayenta Chapter Student Financial Assistance application
- b. Copy of Student social security card.
- c. Copy of driver's license or College I.D. card
- 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.
- 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. Copy of Class Schedule.
- j. Student Acknowledgement of Chapter's Student Scholarship Fund Policy and Procedures.

VIII. ELIGIBILITY

- a. Student shall be an active registered voter of the Kayenta Chapter for 3 months prior to applying 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 FA. An applicant is eligible to receive Scholarship funding from one Chapter only, if parents are registered with separate Chapters.
- c. Student shall have a cumulative G.P.A. of 2.00 or above to be considered for financial assistance.

IX. 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 and Vocational

\$500 for full time and \$250 for part-time.

- c. Check shall be written out to the Student, or it can be picked up or be mailed out to the student.