

**TSAILE/WHEATFIELDS CHAPTER
SCHOLARSHIP FUNDS
POLICIES AND PROCEDURES**

I. AUTHORITY

- A. Pursuant to 26 N.N.C., Section 101 (a), the Tsaile/Wheatfields Chapter is required to adopt and operate under a Five Management System to ensure accountability. The Chapter will develop policies and procedures consistent with Nation law.
- B. The Tsaile/Wheatfields Chapter hereby approves and adopts the revised Chapter Scholarship Fund Policies and Procedures, which set forth the administrative procedures for Chapter resources management.
- C. The Tsaile/Wheatfields Chapter hereby approves and adopts the Chapter Scholarship Funds Policies and Procedures Manual by Resolution No. TWFY13-024.

II. PURPOSE

- A. The purpose of the establishing Chapter Scholarship Funds Policies and Procedures is to provide control and guidance to the Tsaile/Wheatfields Chapter in administrating the funds. The Navajo Nation appropriates these funds to assist eligible Navajo Students who are pursuing a degree in higher education or vocational training program.
- B. The manual is a statement of policies and procedures designed to assist and support the Chapter Administration and Officials to define and deal with Chapter Scholarship Assistance issues and to ensure that a decision(s) are in accordance of the chapter plans and goals.

III. ELIGIBILITY CRITERIA

The following are the eligibility criteria for the Tsaile/Wheatfields Chapter Scholarship Funds. Each Fiscal Year the chapter receives an allocated amount of scholarship funds from the Navajo Nation to be distributed to deserving Navajo students who are pursuing a degree at a post-secondary educational institution or pursuing a vocational training.

- A. The Student must be a registered voter of Tsaile/Wheatfields Chapter **six months prior to requesting Scholarship Assistance**, if under 18 years of age the parent(s) or legal guardian must be a registered voter of the Tsaile/Wheatfields Chapter.

- B. The Student must be enrolled at an accredited College, University or Vocational Institution and pursuing any of the following degrees:
 - 1. Associates of Art Degree
 - 2. Associates of Science Degree
 - 3. Associates of Applied
 - 4. Bachelor's Degree
 - 5. Master's Degree
 - 6. Doctorate Degree
 - 7. Vocational Certificate or Diploma
- C. The student shall be eligible to apply only once per fiscal year.
- D. The student shall not be on withdrawal status from the previous semester.
- E. The student shall attend the regular chapter meeting to request for Scholarship Assistance, if not able to attend the parent(s), legal guardian or a representative shall represent the student.
- F. The student shall not have an outstanding balance from previous semester, and the scholarship assistance shall not be used to pay prior debts, only for the current semester approved for.

IV. REQUIRED DOCUMENTS

The Tsaille/Wheatfields Chapter shall require the following documents to be submitted in person, mailed and faxed to the Chapter Administration, (Community Service Coordinator or Account Maintenance Specialist) at P.O. Box 667, Tsaille, Arizona, 86556; Phone No. #: (928) 724-2220 or Fax No. #: (928) 724-2223.

- A. Chapter Scholarship Assistance Application
- B. Official Transcript
- C. Letter of Admission or enrollment verification
- D. Current Class Schedule with proof of name and credit hours
- E. Navajo Nation Voter Registration, if under 18 years of age parent(s) verification shall be required.
- F. Chapter Fund Approval Form

The Chapter Administration will ensure all required documents are complete and forward to the regular duly called chapter meeting for acceptance and approval by the community membership.

V. SCHOLARSHIP DEADLINES

The Student shall submit all required documents within the designated time line. Applications will be accepted during the times identified below.

FALL SEMESTER

August 1st – October 31st

SPRING SEMESTER

December 1st – February 28th

SUMMER SEMESTER

April 1st – June 31st

VI. AWARD AMOUNT

- A. The Tsaille/Wheatfields chapter scholarship award amount shall be contingent upon availability of funds.
- B. The Chapter Administration shall appropriate scholarship assistance amount upon submission of all required documents based upon the following enrollment status.

Undergraduate Student

- 1. Full Time Undergraduate Student: \$600.00
 - a. Carrying 12 or more credit hours
- 2. Part Time Undergraduate Student:
 - a. Carrying 6 - 11 credit hours \$400.00
 - b. Carrying 1 – 5 credit hours \$200.00
- 3. Vocational Training Program \$400.00

Graduate Student

- 1. Full Time Graduate Student: \$700.00
 - a. 9 credit hours or more
 - b. Student shall be in a Master and/or Doctoral Program.
- 2. Part Time Graduate Student \$400.00
 - a. 8 credit hours or less

- C. The Chapter Administration, upon approval by the chapter membership shall award scholarship assistance in form of a manual check written to the student.

- D. The Chapter Administration shall record and file all documents, in the appropriate Fiscal Year.

VII. AMENDMENTS

The Tsaille/Wheatfields Chapter Scholarship Funds Policies and Procedures Manual shall be amended by a majority vote by the chapter membership at a duly called regular chapter meeting upon recommendation by the chapter planning meeting.

VIII. DEFINITIONS

- A. *Chapter Administration* – employee(s) of the chapter, which includes, but is not limited to the Community Service Coordinator and Account Maintenance Specialist.
- B. *Student* – the applicant requesting for assistant.
- C. *Parent* – the sole mother and father of applicant.
- D. *Guardian* – caregiver & provider of a minor by legal documents.
- E. *Representative* – a designee person by the applicant.

IX. APPENDIXES

- A. Chapter Scholarship Assistance Application
- B. Scholarship Check List