

LECHEE CHAPTER ADMINISTRATION SCHOLARSHIP FUNDS POLICIES & PROCEDURES

PURPOSE

The purpose of these policies and procedures are to provide guidance to the LeChee Chapter in administering scholarship funds. The LeChee Chapter and its constituents have accepted the following guidelines. The scholarship funds provide financial assistance to college students whom are registered voters of the LeChee Chapter. The Navajo appropriates scholarship funds to the local chapters and it is up to the chapters to award those funds, but the students must pursue a degree and/or certificate in their field of study.

DEFINITIONS

- A. **Chapter Administration** – means the employee of the chapter that includes but not limited to the Chapter Manager and the Administrative Assistant.
- B. **Chapter Manager** – means a Chapter employee who performs duties prescribed in 26 N.N.C. 1004 (B), 1004 (C), 2003 (B) and includes those employees referred to as Chapter Managers.
- C. **Chapter Administrative Assistant** – means a Chapter employee who performs the duties prescribed in 26 N.N.C. 1004 (B), 1004 (C), 2003 (B) and includes those employees referred to as an Administrative Assistant.
- D. **Chapter Fiscal Year** – means the beginning of the chapter budget year, which starts on October 1st and ends on September 30th.
- E. **Freshmen/Sophomore Level Students** – refers to students that are pursuing a Associate Degree with 6 to 12 credit hours or more for Fall/Spring semester/trimester and summer session(s) respectively.
- F. **Junior/Senior Level Students** – refers to students that are pursuing a Bachelor’s degree with 6 to 12 credit hours or more for Fall/Spring semester/trimester and summer session(s) respectively.
- G. **Master/Doctorate Level Students** – refers to students that are pursuing a Master Doctorates degree with 6 – 9 credit hours or more for Fall/Spring semester/trimester and summer session(s) respectively.

ELIGIBILITY CRITERIA

The following are the Eligibility Criteria for the LeChee Chapter Scholarship Program. Each fiscal year, the LeChee Chapter receives a specified amount of funding for allocation from the Navajo Nation to be disbursed and distributed to qualified Navajo students. The students must pursue a degree/certificate at a post-secondary educational institution. The eligibility criteria for the LeChee Chapter Scholarship Program are as follows:

- A. **Student must be an active registered voter of LeChee Chapter; if under 18; the parent(s) must be an active registered voter of the LeChee Chapter. (Registered within 3 months of applying for scholarship assistance).**
- B. Students must be enrolled at an **accredited College and University School**. A student must be enrolled with 12 or more credit hours while pursuing a degree during the Fall and/or Spring semester/trimester to qualify for full-time funding OR a student must be enrolled with 11 credit hours or less while pursuing a degree during the Summer session(s) to qualify for part-time funding.
- C. Students are eligible to apply for the Chapter Scholarship **twice per Chapter Fiscal Year**. (October 01 – September 30).
- D. Students must not have an outstanding balance from previous semester(s), and the Chapter will not pay prior debt(s). The Chapter Scholarship will only be approved for the current semester/trimester/summer session(s).
- E. Minimum Grade Point Average of **2.5** from the previous semester. **NO EXCEPTIONS!!**
- F. Students requesting for Scholarship Funding must be pursuing any of the following degree(s):
 - a. Associate Degree
 - b. Bachelor Degree
 - c. Master Degree
 - d. Doctorate Degree

REQUIRED DOCUMENTS

The LeChee Chapter will require the following documents to be submitted to the Chapter Manager or Administrative Assistant, **via mail or in-person**. Consideration for approval or denial of Scholarship will depend on availability of funds. All awards will be **based on first come first served**. Only Applications that submit all required documents will be considered and accepted, **NO EXCEPTIONS!!**

The following are the required documents:

- A. LeChee Chapter Scholarship Application
- B. Current Transcript **(1)** UNOFFICIAL submitted with application **(2)** OFFICIAL to pick up scholarship check.
- C. Letter of Admission/Acceptance and/or Enrollment Verification showing semester applying for.
 - a. Master/Doctorate students, initial letter of Admission to specified program and a Checklist with grades/signature from Advisor, thereafter.

- D. Certificate of Indian Blood (*One time submittal per fiscal year*)
- E. Voter Registration card/letter, If under the age of 18, parent(s) verification of registration with the Navajo Nation. **Registration within 3 months of applying for scholarship assistance.**
- F. Current Class Schedule for the semester/trimester applying for
- G. Signed Policies and Procedure form

AMOUNT AWARDED

The LeChee Chapter Administration (the Administrative Assistant) will analyze the application, with all required documents specified in eligibility criteria, and a determination will be made within 5 working days. Students that are approved will be awarded in a form of a check payable to the accredited College and University be issued within one week of submittal of application. The check will be issued and/or mailed directly to the student.

The eligible student will be awarded with Chapter scholarship depending on funding availability and student grade level. The following are set award amounts for eligible students:

Part-Time Students (Freshmen-Seniors)	\$450.00 per fiscal year
Freshmen/Sophomores level students	\$700.00 per fiscal year
Junior/Senior level students	\$700.00 per fiscal year
Master/Doctorate level students	\$900.00 per fiscal year

DENIAL AND APPEAL PROCESS

A student may request for an appeal but must submit a written appeal to the LeChee Chapter Administration within ten (10) working days of the effective denial date. The LeChee Chapter will hold an informal conference to resolve the matter within seven (7) days from the date the appeal is received by the LeChee Chapter Administration. The student must be present in person for the informal conference. If the LeChee Chapter does not schedule an informal conference as outlined in the Policies and Procedures, the student may be automatically awarded.

AMENDMENTS

The LeChee Chapter may amend the Chapter Scholarship Policy and Procedures through a duly call Chapter Meeting.

The RECIPIENT Shall:

- A. Abide by and comply with the specific policies, procedures and eligibility requirements of the LeChee Chapter. Furthermore, the RECEIPIENT and/or applicant shall be responsible for understanding his/her rights and responsibilities regarding financial assistance and/or scholarship including the responsibility to be informed of policies herein.

- B. Sign the application for scholarship and financial assistance and comply with the stated term, conditions, and standards to receive the scholarships and/or financial assistance.
- C. Release their official academic transcript information indicating the most recent academic term graded, graduation date, academic major and type of degree being pursued.
- D. Immediately report any change in marital status, name, income, enrollment, withdrawal and transfer status to the LeChee Chapter. The RECEPIENT who misused the scholarship academic year and shall repay the amount of misused funds.
- E. Comply with academic standards prior to receiving continued funding.
- F. Undergraduate/Graduate part-time RECEPIENT be subjected to repayment if:
 - a. A "D" or below is earned
 - b. Withdrawal without proper approval and authorization
 - c. Course funded is not stated on degree checklist
 - d. A course is repeated

PURSUANT TO LECHEE CHAPTER POLICIES AND PROCEDURES, YOU MUST SIGN AND DATE THIS CONTRACT

If and when this application is approved, I _____ shall accept and abide by the conditions stipulated in the above and will be bound by the responsibilities and consequences thereof and give permission to the LeChee Chapter to receive my transcripts and financial information.

Student Signature

Date