



PURPOSE:

The Tse'Lichii Chapter Student Financial Assistance Program (CSFAP) (Post-Secondary beyond High School/ Grade School/Vocational Tech Certificate) is intended to serve eligible community member with monetary assistance to defray educational cost(s) such as tuition, books, writing materials, lab fees, housing, transportation, college education field trips and other fees strictly pertaining to education.

CHAPTER OFFICIALS RESPONSIBILITY

The Chapter Official(s) shall:

1. Prepare the budget at the beginning of the fiscal year to ascertain the amount of scholarship fund and to outline the allocation of the funds.
2. Obtain approval of the budget from the chapter membership (voters) through a duly called chapter meeting and inform constituents about the Policies including any changes or amendments.
3. Assign the administration office to prepare application forms and appropriate instructions.

CHAPTER ADMINISTRATION RESPONSIBILITY

The Chapter Administration Shall:

1. Officially advertise through media and local chapter meetings of opening/closing dates for fall/spring semester.
2. Issue application and instruction packets to students.
3. Stamp and log in packets and will create a folder for each applicant, upon receipt of the application.
4. AMS will review documents and inform (if necessary) the application(s) of any missing/required documents.
5. Upon closing date the Administration will schedule date and time for evaluation. The meeting shall be set one (1) week after closing date.
6. Upon approval of the application, checks can be disbursed to the students.
7. Applicants may be ask to verify that the assistance was utilized for direct educational expenses i.e., tuition, books, lab fees, and transpiration with Receipts.

APPLICANT(S) RESPONSIBILITY

The Applicant shall:

1. Agree to abide and comply with the chapters policies and procedures stated herein.



2. Provide all necessary documents as stated in the application. If necessary, additional documents may be requested by the Administration to assist in the approval process.
3. Will sign a statement indicating that the student will use the award for educational expenses and to submit proof of said expenses. Failure to do so shall be cause for denial of assistance.
4. Shall submit transcripts to the chapter at the end of each semester/quarter of the award.

GENERAL ELIGIBILITY

1. An applicant must be enrolled and possess admission letter from the post-secondary education (under-graduate/graduate programs or a Vocational/Technical Certificate Program) and complete an application with the required documents.
2. The letter of admissions must be for the semester for which the student will be attending.
3. An Applicant shall be a current resident and/or registered voter of Tse'Lichii Chapter for at least six (6) months and must submit a copy of voter's registration.
4. An applicant shall be enrolled as a full-time or part-time, and shall maintain satisfactory academic progress of 2.0 GPA.
5. An applicant must be an enrolled member of the Navajo Nation and will submit a (CIB) Certificate of Indian Blood.

REQUIRED DOCUMENTS

1. Complete Scholarship Application
2. Letter of admission/Enrolled verification (from post-secondary Institution)
3. Voter's Registration: Tse'Lichii Chapter's Voter's Registration for as least six (6) months (Navajo Nation).
4. Social Security Card.
5. Expenditure Receipts (from previous assistance)
6. Academic Transcripts (for purpose of information on recent grades, program of study, date of graduation, and of degree being pursued)
7. Advisement Sheet/Graduation Checklist.
8. Certificate of Indian Blood (CIB)
9. Current Class schedule.
10. All required documents need to be updated at the time of submittal.

DEADLINE(S)

The application packets shall consist of a completed and signed application with the required documents attached. Opening date for Fall Semester will be the first Monday of July, deadline shall be the last working day of July for Fall Semester. Opening date for Spring Semester will be the first Monday of December, Deadline will be the last working day of December for Spring Semester. Radio and Community announcements shall be made one (1) working day before the opening date for Student Financial Assistance. The summer scholarship funding will be available if funds are allocated.



FUNDING AMOUNT

Tse'Lichii (Red Rock) Chapter shall provide monetary assistance to eligible students using the following Formula:

1. Full-time students- 90% of total allocated funds to be distributed equally among number of applicants.
2. Part-time students- 10% of total allocated funds to be distributed equally among number of applicants.

RESTRICTIONS

Tse'Lichii Chapter Shall:

1. Students taking non-credited courses will be evaluated using the (placement testing) on a case-by-case basis, including 90 courses are reading, math, and English. However, the students are limited to take three (3) noncredit courses.
2. High-school students are not eligible.
3. Refuse or deny assistance if receipts are not from attending institution specified in their letter of admission.
4. Not have other siblings, relatives or family members take the place of the original applicant.
5. Terminate all pending applications once the scholarship fund is depleted, once new funds are available, it will begin with new applications and new supporting documents.
6. Not use the funds to make loans or enter into any agreement to issue loans.
7. Not use allow students to pay depts., loans, scams, delinquencies and any financial liabilities or obligations arising from such financial situations.

PRIVACY STATEMENT

All applicants file shall be kept confidential by Tse'Lichii Chapter and accordingly shall not disclose any information regarding the applicant/recipient, with exception to minors. Student Financial Assistant meeting is closed to the public for confidentially purposes.

APPEALS

Tse'Lichii Chapter shall have an appeal process to resolve complaints. Any student has the right to request an appeal which should be in writing. The appeal should state the reason for the appeal. The letter shall be submitted no later than thirty (30) days to Tse'Lichii Chapter Administration for Fall/Spring. Outside supporting documents may be called upon in the process. The final decision will be based on the Chapter Officials.

AMENDMENT(S)

The Policies and Procedures stated herein may be amended from time to time by the Tse'Lichii Chapter. Any proposed amendment(s) shall include the Tse'Lichii Chapter membership at a duly



called chapter meeting. Such proposed amendment shall become the new policy upon approval of the chapter membership and shall be effective immediately.

Revised: 11/30/2016

Approved: