

**INDIAN WELLS CHAPTER
POLICIES AND PROCEDURES
STUDENT FINANCIAL ASSISTANCE**

I. POLICY

It shall be the policy of the Indian Wells Chapter to motivate Indian Wells Chapter members to pursue educational opportunities at the post-secondary level by providing the Chapter's Student Financial Assistance.

II. PURPOSE

To provide a guide for the selection of Chapter Student Financial Assistance recipients, identification of amount of funds to be awarded and ensuring that the student financial assistance funds are used appropriately.

III. AUTHORITY

The authority of these Policies and Procedures are derived from Navajo Nation Title 26, the Local Governance Act.

IV. DEFINITIONS

- A. Accredited Institution of Higher Learning – A college, university, or school that had its structure and program reviewed and certified as acceptable by a nationally recognized accrediting organization in the United States.
- B. Applicant – A person or individual who has applied for financial assistance through the Chapter's Student Financial Assistance Fund.
- C. Application Review Committee – The Committee shall consist of Chapter Officials, Community Service Coordinator, Accounts Maintenance Specialist and community member of the Indian Wells Chapter to review and consider request for financial assistance for educational purposes.
- D. Chapter Administration – Permanent or temporary employees delegated authority and responsibility for the performance of chapter related duties, tasks, activities, or functions. Such employees include but not limited to Community Service Coordinator, Account Maintenance Specialist and PEP employees.
- E. Chapter Membership – A person or individual who is a registered Navajo Nation voter of the Indian Wells Chapter.
- F. Chapter Officials – Duly elected Indian Wells Chapter President, Chapter Vice President, and Chapter Secretary/Treasurer and Grazing Committee Member.

- G. Credit/Clock Hours – The number of hours approved for an academic/curriculum activity based on post-secondary education time.
- H. Full time/part time status – As determined by the post-secondary institution.
- I. Letter of Admission/Acceptance/Enrollment Verification – A letter provided by post-secondary institution that indicates the enrollment status of an applicant.
- J. Transcripts – A document provided by a post-secondary institution under the signature of its registrar and/or chief executive officer that identifies the applicant and outlines the academic activity undertaken at that institution and credit/clock hours earned for each academic activity.
- K. Tuition – A fee charged by post-secondary institutions to provide a student learning experience.

V. APPLICATION REVIEW COMMITTEE

To consider, review and approve financial assistance request, the Indian Wells Chapter will implement a Student Financial Assistance Review process to determine an applicant's eligibility to receive financial assistance fund fairly and impartially. The student financial assistance review process shall consist of the Chapter Coordinator, Accounts Maintenance Specialist, a registered Indian Wells Chapter voter and the Chapter Officials.

- A. Within five (5) days of closing date. The Chapter Coordinator will conduct a complete review of the application to ensure all required documents are attached.
- B. If additional information or additional document(s) is required from the applicant after the review, a telephone call and email shall be made to the applicant to inform the applicant to submit the additional information or documentation required within five (5) business days.

VI. FINANCIAL ASSISTANCE ELIGIBILITY

In general, an applicant is eligible for chapter financial assistance if an applicant:

- A. Is admitted as a student to a post-secondary education, if over 18 years of age and is a registered Navajo Nation voter of Indian Wells Chapter verified through a Navajo Nation Chapter voter registrar. If under the age of 18, the parent or guardian shall be a registered Navajo Nation voter of Indian Wells Chapter verified through a Navajo Nation Chapter voter registrar.
- B. Does not owe a refund/repayment to the chapter financial assistance
- C. Has a high school diploma or a General Education Development (GED) certificate, or passes a test approved by the U.S. Department of Education
- D. Has submitted the required documentation to meet the program eligibility requirements
- E. Has a valid Social Security Number and Navajo Nation Census Number

All requirements and documentations are subject to review and verification by the chapter review committee prior to the awarding and/or disbursing of the student financial assistance.

VII. PROCEDURES

- A. All requests for use of chapter student financial assistance shall be filed during the following periods:
 - 1. Fall Semester – June 1 to August 1
 - 2. Spring Semester – December 1 to January 15
 - 3. Summer Session – April 15 to May 31
- B. All request for chapter student financial assistance fund shall be filed and supported with the following documents:
 - 1. As completed Chapter Student Financial Assistance application
 - 2. An official/unofficial transcript
 - 3. Letter of Admission/Acceptance/Enrollment Verification
- C. The Chapter Coordinator will convene an Application Review Committee who will base the award on:
 - 1. Acceptance at an accredited institution of higher learning
 - 2. Overall Grade Point Average (GPA) of 2.0 or higher
 - 3. The academic enrollment status of the applicant
 - 4. The satisfactory academic progress that indicates the applicant is following the scholastic standards of the educational institution
- D. Funds will be disbursed to the accepting or post-secondary institution.
 - 1. Within one (1) week after determining eligibility to receive student financial assistance, the Chapter will disburse funds to post-secondary institution.
- E. Funds are to be used for education related costs.
- F. Any misuse of the chapter student financial assistance fund by the applicant shall not be eligible for one (1) year.
- G. Distribution of Funds
Upon determined eligible to receive Chapter Student Financial Assistance, the following dollar amounts shall be awarded based on availability of funds.
 - 1. Full-time students shall be allocated \$650.00 once per fiscal year (October-September)
 - 2. Part-time students shall be allocated \$350.00 once per fiscal year (October-September)

VIII. EXCLUSIONS

Funding through the Indian Wells Chapter Student Financial Assistance is not meant to cover all the costs and expenses required for pursuing a course of study at an institution of higher learning, therefore chapter members are encouraged to explore and apply for other funding opportunities for scholarships or grants in their chosen course of study.

IX. AMENDMENT AND MODIFICATIONS:

This Policy and Procedure shall be amended and modified by a Resolution with a simple majority vote at a duly called regular chapter meeting.