**TOHATCHI CHAPTER**

**STUDENT FINANCIAL ASSISTANCE**

**Policy and Procedures**

**I. PROVISIONS:**

1. Tohatchi Chapter is a Local Government Entity that is forwarded all authority Pursuant to 26 N.N.C., Section 3 (A) the Tohatchi Chapter is duly recognized certified chapter of the Navajo Nation Government, as listed at 11 N.N.C., part 1, Section 10 and;
2. Pursuant to 26 N.N.C., Section 1 (B) Tohatchi Chapter is vested with the authority to review all matters affecting the community and to make appropriate corrections and appropriations when necessary.
3. The policies that follow are controlling and binding upon the submission of a sign application.
4. The Chapter Administration shall be responsible for notifying the applicant/recipient
5. The Chapter Administration shall be responsible of notifying the public on radio, newspaper and or any other notification means of financial assistance openings and deadlines
6. All financial assistance funds shall be provided upon the availability of funds, pursuant to the chapter’s (5) Five Management System
7. All applicants/recipients shall be awarded only once per academic term
8. All veterans of military service and or physically disabled shall be deemed a priority for financial assistance
9. All final approvals go before the Chapter Membership of the planning, regular and or special chapter meetings
10. **DEFINITION AND PURPOSE:**
11. Financial Assistance is funding intended to help college and vocational students pay educational expenses or any other expenses related to the student’s higher education; and are limited to tuition, books, lab, housing, meal fees and transportation necessary to support the student attending an accredited college and or vocational institution
12. The purpose is to serve students and provide them the opportunity to achieve their educational goals. This opportunity is provided as a PRIVILEGE with the intent that recipients, upon graduation, will return to the community and Navajo Nation to apply their education to benefit the people the of the Navajo Nation.
13. **QUALIFICATION AND RESPONSIBILITIES:**
14. The applicant/recipient shall abide by and comply with policies, procedures and eligibility requirements set by the Tohatchi Chapter; and
15. The requirements are and not limited to:
* Completed Application
* Verification of Enrollment (Admission Letter)
* Official/Unofficial Transcripts
* Voter Registration Card (18 and over)
* Certificate of Indian Blood
* Social Security Card
* Identification Card
* DD 214 (Veteran)
* Documentation of Disability

* *All applicant must sign the Tohatchi Chapter Financial Assistance Policy and Procedures Form; that indicate to the Tohatchi Chapter Administration and Community that applicant fully read and understood the Policy and Procedure set by the Tohatchi Community and Chapter when applying for Financial Assistance*.

C. Student must maintain a 2.0 GPA thru his and her academic term

D. The applicant/recipient shall fulfill their academic obligation and comply with all Navajo Nation Laws and Chapter Policies, Rules, Regulations and Procedures set by the Navajo Nation and Chapter, and

E. The applicant shall notify the Chapter Administration within (5) five business days upon declining any Financial Assistance awarded in writing; and

F. The applicant/recipient shall report any change in their enrollment, withdrawal, and transfer status, prior to reapplying for any financial assistance; and

G. The applicant/recipient are responsible for understanding his/her rights and responsibilities regarding Financial Assistance, including the responsibilities to be informed of policies herein

IV. **DENIAL AND DISQUALIFICATION**:

1. The Chapter Administration shall determine if the applicant is ineligible of disqualified for financial assistance for any of the following reasons:
* Incomplete Application
* Application NOT turned in before the deadline
* Chapter Financial Assistance funds have been depleted
* Applicant exceeded the maximum number of funding allocation per term
* Applicant enrolled into a non-accredited institution
* Applicant implemented incomplete grades towards earning appropriate credit hour(s)
* Applicant/recipient is denied or disqualified for failure to comply with the Navajo Nation Law/Codes and Chapter Policies, Rules, Regulations and Procedures
* Prior academic term not completed
* The recipient repeated courses during the last academic term
* The applicant/recipient falsified information to obtain financial assistance
* The recipient officially or unofficially withdrew from his or her institution without notification and written justification to the chapter administration prior to reapplying for assistance
* The recipient of any financial assistance who misuses funds issued to him or her shall be denied any further assistance for one academic term
* *Failure to sign the Student Financial Assistance Policy and Procedure Form*

V. **RESUBMISSION AND APPEALS**:

A. All disqualification applicants resubmitting or appealing their financial assistance application must adhere to the following to be considered eligible for assistance:

* The disqualified applicant/recipient that is reapplying shall submit an official copy of the academic transcript of the academic year attended
* The disqualified applicant/recipient shall be reinstated meeting all qualifications
* The disqualified applicant/recipient shall repay funds issued during the term of the violation prior to being re-qualified and funded or will wait one academic year
* Must turn in receipt(s) all adding close to or over the amount awarded
* The disqualified applicant/recipient shall provide copies of the return check(s) and receipt(s) refund and unused assistance to the Chapter or wait one full academic year
* The disqualified applicant/recipient shall provide a justification statement regarding any violation noted by the Chapter Administration
* The applicant/recipient shall be reinstated to good standing upon the compliance of policies and review of the Chapter Administration

VI. **DEADLINES:**

1. Deadlines shall be adhering and not waived. Unless otherwise determined by Chapter President due to unforeseen circumstances and the following are:
* *Fall Semester*- *Last day of July*
* *Spring Semester*- *Last day of November*
* *Summer Semester*- *Last day of May*
* The Chapter Administration shall review all applicants and determine qualification
* The Chapter Administration shall notify the applicant pre-qualification or disqualification in writing within (5) business days upon the review of the applicant’s application
* *Deadline Time will be at 4:00pm*, *No Exceptions (Includes Fax and Email*)
* *Post Mark will have to be on the Last Day of the Deadline, as indicated above*

VII. **TERMS AND DEFINITIONS:**

1. The following are terms and definitions are used by certified institutions and by Navajo Nation Scholarship Office and the following are:
* **Academic Term**: The duration of (1) one semester, (1) quarter, (1) one trimester as required or defined by the institution
* **Academic Year:** The duration of (2) semesters, (2) two trimesters, or (3) three quarters as required or defined by the institution
* **Applicant**: An individual applying for financial assistance with Tohatchi
* **Recipient**: An applicant that is issued Financial Assistance by the Chapter
* **Disqualification**: The suspension of Student Financial Assistance for one academic year or meeting all qualification listed
* **Credit Hour**: The amount of credit a student receives for completion of (1) one or more courses per academic term
* **Financial Assistance**: Is funding intended to help college and vocational students pay educational expenses or any other expenses related to the student’s higher education; and are limited to tuition, books, lab, housing, meal fees and transportation necessary to support the student attending an accredited college and or vocational institution
* **Purpose**: Is to serve students and provide them the opportunity to achieve their educational goals. This opportunity is provided as a PRIVILEGE with the intent that recipients, upon graduation, will return to the Navajo Nation to apply their education and skill to benefit the Navajo people.

IX. **CLASSIFICATION**:

1. The following student classification are used by certified college/ vocational institution and the following are:
* **Freshman**: A student with (0) zero to (30) thirty semester credit hours
* **Sophomore**: A student with (31) thirty-one to (59) Fifty-nine semester credit hours
* **Junior**: A student with (60) sixty to (89) eighty-nine semester credit hours
* **Senior**: A student with (90) ninety or more semester credit hours
* **Graduate**: A student that has already obtained a baccalaureate degree and is pursuing a graduate degree
* **Post Graduate**: A student pursuing a medical, veterinary, doctorial, or educational terminal degree.

IX. **PRIVACY ACT STATEMENT**:

1. All applicants that file an application with Tohatchi Chapter shall be kept confidential by the Chapter.
2. In order for the Chapter Administration to disclose any information relating to your application or documents you have submitted, the applicant must sign a disclosure statement, specifying the individual(s) and or entities to receive the information that you the applicant provided to the chapter.

X. **AMENDMENTS**:

A. The Tohatchi Chapter Membership of registered voters may amend this policy and procedures and financial assistance, awarded amount at a scheduled special, planning and regular chapter meeting, where a quorum of (25) must be present.

**ACKNOWLEDGEMENT**

By signing this form, you are indicating to the Tohatchi chapter and Community, that you have fully read and understand the Student Financial Assistance Policy and Procedures and that all questions were fully answered by the Tohatchi Administration in regards to any question(s) that you, the applicant may have had before signing this form.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print Name) have fully read, understand and asked any questions that I may have in regards to the Student Financial Assistance Policy and Procedures. I do understand that this form is a document that will indicate that I have read the following and by NOT signing this form can and will disqualify me from the process of being funded any financial assistance from the Tohatchi Chapter.

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 Signature Date