



THE NAVAJO NATION TOHATCHI COMMUNITY CHAPTER

Post Office Box 287 Tohatchi, New Mexico 87325

Tel: (505) 733-2845/2846 FAX: (505) 733-2847

Elvis Bitsilly, President Lee Rodgers, Vice President Jean Crawford, Secretary/Treasurer Gerald Moore, Grazing Nathan Notah, Council Delegate

STUDENT FINANCIAL ASSISTANCE POLICY AND PROCEDURES

I. PROVISIONS:

- A. 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 Non-Certified Chapter of the Navajo Nation Government, as listed at 11 N.N.C., part 1, Section 10 and;
- B. 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.
- C. The policies that follow are controlling and binding upon the submission of a signed application.
- D. The Chapter Administration shall be responsible for notifying the applicant/recipient.
- E. 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.
- F. All financial assistance fund shall be provided upon the availability of funds, pursuant to the chapter's (5) Five Management System.
- G. All applicants/recipients shall be awarded only once per academic term.
- H. All veterans of military service and/or physically disabled shall be deemed a priority for financial assistance.
- I. All final approvals go before the Chapter Membership of the planning, regular and/or special chapter meetings.

II. DEFINITION AND PURPOSE:

- A. 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.
- B. 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 of the Navajo Nation.

III. QUALIFICATION AND RESPONSIBILITIES:

- A. The applicant/recipient shall abide by and comply with policies, procedures and eligibility requirements set by the Tohatchi Chapter; and
- B. The requirements are and not limited to:
 - Completed Applications
 - Verification of Enrollment (Admission Letter)
 - Official/ Unofficial Transcript
 - Voter Registration Card (18 and over)
 - Certificate of Indian Blood
 - 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 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 full fill 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:

- A. 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
 - The Applicant is not a Registered Voter with the Chapter and/or A new Registered Voter has to wait to (30) thirty days before requesting for assistance
 - Applicant enrolled into a non-accredited institution
 - Applicant exceeded the maximum number of funding allocation per term
 - Applicant implemented incomplete grades towards earning appropriate credit 12 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 Applicant/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 reinstate meeting all qualifications
 - The disqualified applicant/recipient shall repay funds used during the time of 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

VI. DEADLINES:

- A. 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 December
 - 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 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 Definition:

- A. The following are terms and definitions are used by certified institutions and by the 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 Chapter.
 - **Recipient:** An applicant that is issued Financial Assistance by the Tohatchi Chapter.
 - **Disqualification:** The suspension of Student Financial Assistance for one academic year or meeting all qualification listed,
 - **Credit Hour:** The amount of the 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 to 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 intent that recipients, upon graduation, will return to the Navajo Nation to apply their education and skills to benefit the Navajo people.

VIII. Classification:

- A. The following student classification are used by certified college/vocational institution and the following are:
- Freshmen: 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, doctoral, or educational terminal degree

IX. Privacy Act Statement:

- A. All applicants that file an application with Tohatchi Chapter shall be kept confidential by the Chapter.
- B. 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 oof 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

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.

Signature

Date

TOHATCHI CHAPTER STUDENT FINANCIAL ASSISTANCE APPLICATION

Name: _____ Term: Spring 2026 Date: _____

_____ Completed Application (All documentation must be attached upon turning in application)

_____ Tohatchi Voter Registration Card/Receipt (18 and over)

_____ Certificate of Indian Blood

_____ Letter of Admission (Verification of Enrollment)

_____ Official or Unofficial Transcript

_____ Class Schedule - Spring 2026

_____ Receipts from last Award

_____ Identification Card (Audit Purpose)

_____ DD 214 (Veteran)

_____ Documentation of Disability

_____ Signed Form – Student Financial Assistance Policy and Procedures

ALL Applications can be mailed or faxed to Tohatchi Chapter at:

Mail To: Tohatchi Chapter
PO Box 287
Tohatchi, NM 87325

Fax to: (505) 733-2847
Email: tohatchi@navajochapters.org

Financial Assistance Deadlines:

(Depends if there is available funding)

➤ Fall Semester: Last Day to submit

Date: _____

➤ Spring Semester: Last Day to Submit

Date: **DECEMBER 5, 2025 @ 4PM**

➤ Summer Semester: Last Day to submit

Date: _____

Deadline Time: 4:00pm, No Exceptions (included with faxing and email)

Post Mark will have to be on the last day of the deadline

All applicants MUST be completed upon the deadline with all current documentations attached. All mailed, fax and email applications must be sent before the deadlines listed above **(NO EXCEPTIONS)**. All funding assistance will be determined upon availability of funds and award amounts are subject to change to serve all applicants equally. All applicants must turn in a new application per academic term. Deadline dates are subjected to weekday business days, Monday thru Friday.

Received By: _____

Reviewed By: _____

TOHATCHI CHAPTER FINANCIAL APPLICATION

Applicant:

Name: _____ DOB: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____ Message: _____

Census #: _____ Social Security #: _____

Are you Armed Service Veteran? Yes ☐ No ☐ Are you Discharged? Yes ☐ No ☐

Have You Received Financial Assistance from the Chapter in the Last Year? Yes ☐ No ☐
If yes, please give Dates: _____

Voter Registration Information:

If Under 18 of Age: You are required to provide your parent/guardian voter registration card or receipt that will indicate they vote at Tohatchi Chapter.

Are you Registered with Tohatchi Chapter? YES ☐ NO ☐ If No, who is? _____

Parent/Guardian Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____ Message: _____

Education:

High School Attended: _____ Date Gradated: _____

College Classification: ☐ Freshmen ☐ Sophomore ☐ Junior ☐ Senior ☐ Under graduate/Graduate

Name of College/Institution: _____ Major: _____

Expected Graduation Date: _____ Last College/Institution Attended: _____

(If Transferred)

TOHATCHI CHAPTER STUDENT FINANCIAL ASSISTANCE APPLICATION

Tohatchi Chapter of Tohatchi, New Mexico (Navajo Nation) is required by Tribal and Federal Law (Privacy Act) that applicant reads and approves by signature, to grant Tohatchi Chapter to release and inquire confidential academic information to or from the individual listed or institution; in order to receive and approve any financial support from Tohatchi Chapter.

By signing this portion of this form; you are granting consent to the Tohatchi Chapter to inquire Academic information from the school or college institution you are attending. In most cases, this is to confirm that the applicant is attending the school or the college institution indicated.

I, _____ (Print Name) hereby grant consent to Tohatchi Chapter to inquire on my academic information to further verify my position as a student in order to receive financial assistance from Tohatchi Chapter.

Signature: _____ Student ID Number: _____ Date: _____

By signing this portion of this form; you are granting consent to the following people to have access and acquire on your Student Financial Assistance Application and Documents that you the applicant have submitted to the Tohatchi Chapter. All person(s) listed must show identification upon viewing or release of any information.

1. Name of Person: _____ Full Access: _____ Limited: _____

2. Name of Person: _____ Full Access: _____ Limited: _____

*Limited Access Granted: please indicate what information is allowed to be viewed and/or given to.

Signature: _____ Date: _____

By signing this portion of this form; you are granting consent for the following individual to pick up your Financial Assistance Check on your behalf. In case you the applicant is unable to pick up their Financial Assistance Check. All people listed must show identification upon receiving the check.

Authorized Person(s):

1. Name of Person _____

2. Name of Person _____

Signature: _____ Date: _____