

Gadii'ahi/To'koi Chapter Government Student Financial Assistance (Scholarship) Policies and Procedures

I. PURPOSE

The purpose of the Gadii'ahi/To'koi Chapter Financial Assistance (Scholarship) is to help defray necessary expenses while attending a post-secondary institution. Successful applicants are eligible to apply for Student Financial Assistance one time per fiscal year and receive funding for a maximum two semesters.

II. ELIGIBILITY CRITERIA

All applicants (must be);

1. OFFICIALLY and FULLY admitted to a post-secondary institution accredited by a regional accreditation agency recognized by the Navajo Nation (*See VI. Regional Accredited Association*);
2. Enrolled full-time or part-time in an accredited post-secondary institution;
3. Maintain a Cumulative GPA of 2.0 or higher;
4. A registered voter of the Gadii'ahi/To'koi Chapter for a minimum 6 months. For applicants under 18 years old, a parent must be a registered voter of Gadii'ahi/To'koi Chapter for a minimum of 12 months;
5. Shall be eligible to apply for Student Financial Assistance one time per fiscal year and receive funding for a maximum two semesters.

III. REQUIRED DOCUMENTS

1. Completed Student Financial Assistance (Scholarship) Application
2. Valid Driver's License/Photo Identification
3. Gadii'ahi/To'koi Chapter Voter Registration Card
4. Certificate of Indian Blood
5. IRS Form W-9 from Applicant
6. OFFICIAL Transcripts from College or High School
7. OFFICIAL College Letter of Acceptance/Enrollment Verification
8. Current Class Schedule
9. Signed Graduation Plan from Academic Advisor for Graduate Students
10. *If Applicable...* Dissertation Plan from Doctoral Students

IV. STUDENT OBLIGATIONS

All applicants (must);

1. Completely and accurately fill out a Student Financial Assistance Application and submit all required documents
2. Submit a Letter of Admission/Enrollment Verification for the semester which financial assistance is being requested
3. Shall be responsible for requesting Official Transcripts to be mailed directly to the Gadii'ahi/To'koi Chapter Student Financial Assistance Program from the Institution previously attended by the applicant.

ALL GRADUATE APPLICANTS must submit a Letter of Admission from the Graduate Degree Program AND Graduate School.

ALL DOCTORAL APPLICANTS must submit a Dissertation Plan.

ALL DOCUMENTS must be received by Gadii'ahi/To'koi Chapter Office before or on the due date. No exceptions. Any documents received after the due date will result in an incomplete application.

Upon receiving award, the recipient must meet the following conditions;

1. Utilize the awarded funds toward requested need
2. Submit requested transcripts at the end of awarded semester

If applicant(s) full-time/part-time status changes Gadii'ahi/To'koi Chapter reserves the right to decrease award amount.

V. CHAPTER OBLIGATIONS

1. The chapter shall;
 - a. Stamp Received and/or Timestamp all documents when submitted
 - b. Keep a log of all activity happening with the application
 - c. After the deadline, separate applications into complete and incomplete
 - d. Complete documents will be sent forward for screening for compliance with policy. Incomplete documents will result in denial and a non-selection letter will be sent.
 - e. Approved applications will be sent forward for FAF and payment processing and applicant will receive a selection letter.
 - f. Payments for Student Financial Assistance will be made directly to the institution.
2. Shall comply with applicable Navajo Nation, State, Federal Laws such as the Navajo Nation Privacy and Access to Information Act
3. Shall reserve the right to refuse service to any student, or parent of the student, who exhibit vulgar, profanity and/or aggressive behavior toward Chapter Administration.
4. Chapter Administration shall not be responsible for lost or damaged documents
5. Chapter Administration shall safeguard all essential documents and file them according to the Record Management Policies and Procedures
6. Shall award recipients based on;
 - a. Availability of funds based on Gadii'ahi/To'koi Chapter approved budget
 - b. Type of Student Financial Assistance
 - i. Credit Hours
 - ii. Cumulative GPA

VI. PRIVACY ACT STATEMENT

Gadii'ahi/To'koi Chapter shall keep all applicant files confidential. In order for Gadii'ahi/To'koi Chapter to disclose information regarding an applicant, the applicant must submit a signed disclosure statement, specifying the individual and/or entities to receive the information and address the statement to Gadii'ahi/To'koi Chapter.

VII. DENIAL OF AWARD

The Gadii’ahi/To’koi Chapter shall determine an applicant ineligible and deny award for any of the following reasons.

1. The applicant is ineligible and/or failed to comply with general or specific policies herein.
2. The applicant, currently is on probation by the institution or having been previously disqualified. Received “incomplete” grades towards earning an appropriate grade point average with credit hours.
3. Applicant was awarded and withdrew during the award period, semester, or quarter and failed to complete the semester and earn credit hours.
4. The financial assistance funds have been depleted. (Continuing and/or eligible applicants who were denied due to lack of funds shall be deemed a priority upon availability of funds.)

VIII. AWARD AMOUNT

Two Semester Funding

Student is allowed funding for TWO Semesters per Fiscal Year (FY). Student will only apply once per FY and indicate which semester they are requesting funding. In order to receive funding for the second semester, applicant will be required to re-submit Official Transcripts*, Enrollment Verification/Admission Letter, and Class Schedule to Gadii’ahi/To’koi Chapter before the scholarship deadline.

*Official Transcripts must reflect the semester most recently completed

(i.e. If a student applies and received a Fall 2017 award, student will submit required documents in before the January deadline to receive the Spring 2018 award.)

Full Time				
<u>GPA</u>	<u>(12+ Credit Hours)</u>	<u>Fall Semester</u>	<u>Spring Semester</u>	
4.0	\$1,100.00 per FY	\$ 550.00	\$ 550.00	
3.5	\$ 900.00 per FY	\$ 450.00	\$ 450.00	
3.0	\$ 700.00 per FY	\$ 350.00	\$ 350.00	
2.5	\$ 500.00 per FY	\$ 250.00	\$ 250.00	
2.0	\$ 300.00 per FY	\$ 150.00	\$ 150.00	
Part Time				
<u>GPA</u>	<u>1-11 Credit Hours</u>	<u>Fall Semester</u>	<u>Spring Semester</u>	
4.0	\$ 200.00 per FY	\$ 100.00	\$ 100.00	
3.5	\$ 200.00 per FY	\$ 100.00	\$ 100.00	
3.0	\$ 200.00 per FY	\$ 100.00	\$ 100.00	
2.5	\$ 200.00 per FY	\$ 100.00	\$ 100.00	
2.0	\$ 200.00 per FY	\$ 100.00	\$ 100.00	
<u>Other</u>				
<u>Vocational/Technical</u>		<u>Fall Semester</u>	<u>Spring Semester</u>	<u>Summer</u>
Award: \$400.00 per FY		\$ 200.00	\$ 200.00	\$200.00
<u>Graduate</u>				
Award: \$ 700.00 per FY		\$ 350.00	\$350.00	\$350.00
<u>Doctorate</u>				
Award: \$ 900.00 per FY		\$ 450.00	\$ 450.00	\$450.00

IX. DEADLINES

Students must check with the Chapter to see when exact dates will be or if extension of deadlines are given.

- Fall Applications Open: First business day in JUNE
 Applications Closed: Last business day in JULY
 Awards out by last business day in AUGUST
- Spring Applications Open: First business day in DECEMBER
 Applications Closed: Last business day in JANUARY
 Awards out by last business day in FEBRUARY

X. Regional Accrediting Association

- NEASC-New England Association of Schools and Colleges
- NCA-North Central Association of Colleges and Schools
- NASC-Northwest Association of Schools and Colleges
- SACS-Southern Association of Colleges and Schools
- WASC-Wester Association of Schools and Colleges
- National Architectural Accrediting Board of Schools for architecture
- Institutions Chartered by the Navajo Nations
- Other Schools: NAU, ASU, U of A, NPC, Mesa Community College, Fort Lewis College, BYU, UNM, NMSU and other colleges and universities in the surrounding states.

XI. TYPE OF DEGREE, CERTIFICATE, OR DIPLOMA

- Associate of Arts Degrees
- Associate of Science Degrees
- Associate of Applied Science Degrees
- Vocational Certificate or Diploma
- Bachelors Degrees
- Masters Degrees
- Doctorate Degrees