

**SAN JUAN CHAPTER
CHAPTER SCHOLARSHIP STUDENT FINANCIAL ASSISTNCE
POLICIES AND PROCEDURES**

I. PURPOSE

The purpose of the Chapter Scholarship/Student Financial Assistance is to help defray necessary expenditures for students while attending a college, university, vocational or technical institution.

II. ELIGIBILITY

- A. Applicant shall be pursuing degree such as, Associate’s, Bachelor’s, Master’s or a vocational certificate/diploma.
- B. Applicant shall be enrolled as a full-time or part-time student.
- C. Applicant shall be a registered voter of the San Juan Chapter. If an applicant is not of voting age, then parent/guardian must be registered voter of the Chapter.

III. PROGRAM GUIDELINES

The San Juan Chapter shall administer the distribution based on the Chapter approved amount. The Chapter Manager shall have oversight over the Chapter Scholarship/Student Financial Assistance fund. The following guidelines shall apply:

- A. Chapter Scholarship/Student Financial Assistance shall be approved by the Chapter membership and set out in the annual budget.
- B. By a certified Chapter resolution, an eligible applicant may be funded. The certified Chapter Resolution shall include:
 - 1. Applicant’s full name, address, school, term and amount awarded.
 - 2. A Letter of Admission/Acceptance.
- C. The following method shall be utilized to determine the amount of allocation to each student per semester/quarter.

$$\text{Total Funds} = \frac{\text{Availability of Fund}}{\text{Number of eligible Part-time students}} + \frac{\text{Availability of Fund}}{\text{Number of eligible Full-time Students}}$$

- D. All scholarship funds will be administered consistently regardless of the source of funding. The following documents must accompany the certified Chapter resolution before the Chapter Administration initiates financial disbursement:
1. Chapter Scholarship Financial Assistance Application (Exhibit W-page 4)
 2. Navajo Nation Voter Registration Receipt –Proof of being a registered member of the Chapter for ninety (90) days, if under 18 years of age, proof of parent’s voter registration.
 3. Official Transcript from College or High School with date of graduation or General Equivalency Diploma (GED) test scores certified by the granting agency.
 4. Letter of Admission or Acceptance Letter – Student must be accepted and in good standing with an accredited college, university, vocational or technical institution.
 5. Chapter Resolution – Must be signed by the Chapter Officials and community approval must be recorded in the Chapter meeting minutes.
- E. The Chapter Manager to monitor and/or recommend students to the Planning meeting and to ensure that all pertinent and documents are submitted prior to releasing any funds to the student.
- F. Recipient student must attend both planning and regular Chapter meetings to request assistance on their behalf. If a student is unable to, then parent/guardian representation or letter of justification is required.

IV. EXPENDITURE REQUIREMENTS AND REPORTING

- A. All expenditures shall be duly approved by the Chapter membership or included in the Chapter’s approved annual budget.
- B. The Chapter Administration shall make proper accounting and bookkeeping entries and comply with the reporting requirements for all expenditures in accordance to the Chapter’s Fiscal Management Policies and Procedures Manual.

V. AMENDMENTS

Refer to Fiscal Policies and Procedures, section VI.