CHICHILTAH CHAPTER SCHOLARSHIP POLICY & PROCEDURES

FISCAL YEAR 2023

EMAIL: [chichiltah@navajochapters.org](mailto:chichiltah@navajochapters.org)

PHONE: (505) 713-9994 / 5137

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UNIT#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COLLEGE ATTENDING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REQUIRED DOCUMENTS FOR FIRST (1ST) YEAR STUDENT:

\_\_\_ Scholarship Financial Assistance Application

\_\_\_ Copy of Social Security Card

\_\_\_ Copy of Certificate of Indian Blood (CIB)

\_\_\_ Copy of Photo Identification Card (ID)

\_\_\_ Copy of Navajo Nation Voter Registration

Verified 2023 Active Voter Listing by Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ High School Transcript

\_\_\_ Current Class Schedule for Semester of Application

\_\_\_ Current, original – Letter of Acceptance from the Institution

\_\_\_ U.S. Citizens, 18-25, MALE applicants are required to register with Military Selective Services.

REQUIRED DOCUMENT FOR RETURNING STUDENT:

\_\_\_ Unofficial Transcript

\_\_\_ Current Class Schedule for Semester of Application

\_\_\_ Current Degree Plan from Student Advisement

\_\_\_ Current original Letter of Acceptance from the Institution

\_\_\_ U.S. Citizens, 18-25, MALE applicants are required to register with Military Selective Services.

CSC COMMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMS COMMENT:

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1. PURPOSE

To provide an opportunity for registered Chapter members to pursue a higher education, based on availability of funds.

1. $700.00 – Fall & Spring Semester
2. $500.00 – Summer Semester
3. POLICY AND PROCEDURES
4. All applicants shall adhere to the Chichiltah Chapter Scholarship policy and procedures.
5. Completed Scholarship Application will be accepted by Email or Postal Mail which must be postmarked by the set deadline date.
6. Chichiltah Chapter Scholarship application packets shall be reviewed and updated on an annual basis.
7. Chapter Administration shall safeguard all documents and file according to the Five Management Systems and Navajo Nation Privacy Act.
8. Chichiltah Chapter is open to innovative ideas to improve our policy and procedures for financial assistance. Written recommendation or suggestions can be submitted to the Chapter administration office.
9. ELIGIBILTY
10. Applicant(s) attending full-time, part-time, on-line, enrolled in college, university, vocational, Technical college is eligible for assistance.
11. Applicant(s) shall provide ALL the documents listed on the Required Checklist for EACH Semester applied for:

Scholarship Financial Assistance Application

Copy of Social Security Card

Copy of Certificate of Indian Blood (CIB)

Copy of Photo Identification Card (ID)

Copy of Navajo Nation Voter Registration

(Verified 2023 Active Voter Listing. Verified by Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unofficial Transcript for Returning College Applicant

Current Class Schedule for semester of Application

Current Degree Plan from Student Advisement

Current, original Letter of Acceptance

U.S. Citizens, 18-25, MALE applicants are required to register with Military Selective Services.

1. PROCESS
2. The applicant shall complete the application and submit to the Chapter administration office by deadline date, which will be logged in by the staff.

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1. The Account Maintenance Specialist (AMS) will review the application to ensure all supporting documents are attached and will forward the application to the Chapter Services Coordinator (CSC) for approval or disapproval.
2. An incomplete application will be VOIDED on deadline date.
3. Applications meeting all the required documents will be forward to the Chichiltah Chapter, Regular Meeting, for approval by community members.
4. Upon submittal of the Chapter Meeting Minutes, the AMS will process checks based on the availability of Chapter fund.
5. Grade Point Average (GPA) lower than 2.0 will not be funded.
6. Checks not picked up in ten (10) working days will be postal mailed.
7. The CSC, AMS or Office Assistant will NOT contact you to remind you too submit ALL documents on the application checklist. This is the applicant’s responsibility.
8. DEADLINE DATES:

Spring Semester: November 30 4:00 PM

Summer Semester: March 30 4:00 PM

Fall Semester: June 30 4:00 PM

1. PROBATION
2. An applicant who fails to complete the semester for which he / she registered.
3. Withdrawing from the institution.
4. GPA lower than 2.0 Probation period shall be in effect until the applicant provides a transcript of 2.0 GPA or higher.

Applicant Acknowledges that he/she has read the Chichiltah Chapter Scholarship Assistance Policy and Procedures.

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NAME DATE

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