

TUBA CITY
CHAPTER SCHOLARSHIP
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TUBA CITY CHAPTER SCHOLARSHIP

I. AUTHORIZATION:

- A. Pursuant to 26 N.N.C. Section 101 (A), the Tuba City Chapter has formulated, implemented, and operated by the Five Management System to ensure accountability and has developed polices and procedures for the Tuba City Chapter Scholarship.
- B. Pursuant to the Tuba City Chapter Resolution #TND-04-08-2023, the Tuba City Chapter Scholarship Policies and Procedures is hereby amended and approved.

II. MISSION STATEMENT:

- A. The mission of the Tuba City Chapter is to provide scholarships to Students for their educational goals.
- B. The Tuba City Chapter shall make the initial investment to educate and provide an opportunity for each student to obtain employment in their field of study.
- C. The Tuba City Chapter is pledging a sincere commitment to provide scholarship and employment. The Tuba City Chapter is paving a path and providing an opportunity for Students to embrace their educational goals by pursuing a higher education.

III. APPLICABLE LAWS:

- A. The Tuba City Chapter shall comply with all applicable State, Federal, and Navajo Nation laws such as the Navajo Nation Privacy and Access to Information Act.

IV. PURPOSE:

- A. The purpose of the Tuba City Chapter Scholarship Policies and Procedures is to administer the Scholarship Awards to Students for related educational expenses.

V. POLICY:

- A. All Students applying for scholarship shall adhere to these policies and procedures.
- B. The Scholarship applications will not be available until the opening dates. No applications will be accepted prior to the opening dates.
- C. The student shall request for an application via email at the current Tuba City Chapter email address or pick up in person at the Tuba City Chapter.
- D. The Scholarship award is on a "first come, first serve" basis, availability of funds, and meeting all requirements of these policies and procedures.
- E. The Student shall submit all required documents to the Chapter as listed in Section X of this policies and procedures or it shall be considered incomplete and denied.

- F. The student must sign the attached Memorandum, Understanding the Tuba City Chapter Scholarship Policies and Procedures.

VI. ROLE OF THE STUDENTS:

- A. The Student shall request for an application, and submit all required documents as a complete packet after the opening date and submit by deadline for consideration.
- B. The Student shall ensure their application is completely filled out and signed.
- C. The Student shall conduct themselves in a professional manner in person, on the telephone, or via email.
- D. The Student shall maintain a cumulative Grade Point Average of a 3.0 (B) or above.
- E. The Student shall maintain the credit hours reported on the application.
- F. The award amount shall be determined by Part-time or Full-time status and type of degree pursued.
- G. The Student shall be a registered voter of the Tuba City Chapter and be an active voter to avoid being purged by the Navajo Nation Election Administration.
- H. The Student shall not receive the Scholarship award and other Chapter financial assistance at the same time.

VII. ROLE OF THE CHAPTER STAFF:

- A. The Chapter Staff shall not be responsible to compile documents for the Student.
- B. The Chapter Staff shall not be responsible to contact Students regarding their status unless awarded or denied.
- C. The Chapter Staff shall announce at the Chapter Meetings, flyers, and via social media the opening and closing dates.
- D. The Chapter Staff shall provide Tuba City Chapter Scholarship applications upon opening dates to all requesting students by email or in person.
- E. The Chapter Staff shall safeguard all documents according to the Records Management Policies and Procedures.
- F. The Chapter Staff shall process checks for awarded students within ten (10) working days after the closing date.
- G. The Chapter Staff will process the check payable to the Student. Unless the student is placed on probation, the check will be payable to the School.

VIII. DATES:

The dates listed below shall be adjusted on the Scholarship Advertisements, if the date(s) fall on a weekend and/or Holiday.

A. OPENING DATES:

1. Fall Semester – August 1st
2. Spring Semester – January 2nd
3. Summer Semester – June 1st

B. DEADLINE DATES:

1. Fall Semester – August 15th
2. Spring Semester – January 16th
3. Summer Semester – June 16th

IX. ELIGIBILITY:

- A. The Student shall be a registered voter of the Tuba City Chapter for six (6) months prior to applying.
- B. The Student under 18 years old shall have a parent/guardian registered voter for one (1) year prior to applying.
- C. The Student must be enrolled full-time or part-time status in an accredited college, university, vocational institution, or technical school.
- D. The Student must be a member of the Navajo Nation with a census number.
- E. The Student can be awarded for a maximum of eight (8) semesters to obtain their Bachelors Degree.
- F. The Student can be awarded for a maximum of eight (8) semesters to obtain their Masters or Doctorate Degree.

X. REQUIRED DOCUMENTS:

All listed documents below are required prior to submitting the application to the Chapter. If an application is missing document(s), it will not be accepted.

For New Students: Documents A through I are required.

- | | |
|-----------------------------------------------------------------------|-----------------------------------------------------------|
| A. <u>Tuba City Chapter Scholarship Application</u> | F. <u>Certificate of Indian Blood (CIB)</u> |
| B. <u>Current Class Schedule</u> | G. <u>Letter of Acceptance or Enrollment Verification</u> |
| C. <u>Official High School or College Transcript</u> | H. <u>Photo Identification</u> |
| D. <u>Navajo Nation Voter Registration Card for Tuba City Chapter</u> | I. <u>Letter of Interest/Educational Summary</u> |
| E. <u>Social Security Card</u> | |

For Returning Students: Documents A through D are required.

- A. Tuba City Chapter Scholarship Application
- B. Current Class Schedule
- C. Official High School or College Transcript
- D. Navajo Nation Voter Registration Card for Tuba City Chapter

XI. AWARD AMOUNTS:

The listed award amounts are based on fund availability and Budget. If funds are limited, the award amounts shall be reduced to benefit more students and/or the number of students awarded reduced.

- A. Full-time Students shall be awarded \$800.00.
- B. Part-time Students shall be awarded \$500.00.
- C. Vocational and Technical Students shall be awarded \$350.00.
- D. Masters Degree Students shall be awarded \$1,000.00.
- E. Doctorial Degree Students shall be awarded \$2,000.00.

XII. STUDENT OBLIGATIONS:

Upon the Scholarship award, the student must meet the following conditions:

- A. Utilize the Scholarship award for educational needs and expenses.

XIII. PROBATION:

The Probation Period shall be one (1) semester for any of the following reasons:

- A. The Student withdraws from school without notifying Tuba City Chapter.
- B. The Student drops below the awarded credit hours for full-time or part-time as indicated on the Scholarship application.
- C. The Student's cumulative GPA falls below a 3.0 or B Grade equivalent.
- D. The student shall request in writing for re-instatement considerations.
- E. Students placed on probation, the awarded amount shall be made payable to the School.

MEMORANDUM

DATE: _____

TO: **Tuba City Chapter**

FROM: Scholarship Recipient

SUBJECT: Understanding the Tuba City Chapter Scholarship Policies and Procedures

I, _____ have read and understood the Tuba City Chapter Scholarship Policies and Procedures.

I, _____ understand that upon my award of the Tuba City Chapter Scholarship, I will utilize the funds for my educational expenses as specified in the Tuba City Chapter Scholarship Policies and Procedures.

I, _____ will be an active voter of the Tuba City Chapter to avoid being purged by the Navajo Nation Election Office.

Signature: _____ Date: _____