**CHILCHINBETO CHAPTER**

**STUDENT FINANCIAL ASSISTANCE PROGRAM**

**POLICY AND PROCEDURES**

**I. ESTABLISHMENT**

 The Chilchinbeto Chapter is hereby establishing a Student Financial Assistance Program Policies and Procedures for the utilization of funds appropriated to the Chapter and to provide to administer the funds.

 Chilchinbeto Chapter will provide maximum allowable scholarship assistance so long that the Navajo Nation Council within each Fiscal Year appropriates funds. Chilchinbeto Chapter is vested with the responsibility of providing assistance to eligible student(s). Additionally, the chapter is responsible for making the proper eligibility determination for assistance.

**II. PURPOSE**

 The purpose of the Chapter Student Financial Assistance Program Policy and Procedures is to provide guidance to Chilchinbeto Chapter in administering Scholarship Funds. The Navajo Nation Council appropriates these Funds to provide financial assistance for college bound students.

**III. DEFINITIONS**

 A. “Chapter Administration” means the employee of the chapter, which includes, but is not limited the Chapter Manager and Office Specialist.

 B. “Chapter Manager” means a chapter employee who performs the duties prescribed in 26 N.N.C. Section 1004(c), and 2003(b), and includes those employees referred to as

 Community Services Coordinators.

 C. “Local Governance Act” means 26 N.N.C., Section 1-2005 “College bound students” means students who are pursuing Associates, Bachelor’s, Master’s, and Doctorate degrees,; Vocational Certificates, Diploma and GED. Students must be admitted to an accredited college, classified as a full-time student in a degree program with 12 credit hours or more; graduate students will be considered full-time student with 9 or more credit hours in a Master’s curriculum; and as a part-time student with 8 or less credit hours in a Master’s curriculum; and as vocational tech students enrolled in an institution of higher learning which offers AAS, AA, and Certificates for course work completed and as diploma students enrolled in an academic institution which offers GED or High School Diploma. All students will be required to maintain a minimum of 2.5 GPA for scholarship approval. Full time and Part time students will be awarded based on student’s level of education.

* + GED students will be awarded $250.00 one time at successful completion of their course work for the purchase of their GED Certificate or Diploma.
	+ Enrichment awards will be awarded in the amount of $250.00 on time for High School students.
	+ FT Students that are considered Masters or Doctoral degrees are eligible for $1000.00 per semester.
	+ PT Students that are considered Masters or Doctorial degrees are eligible for $750.00 per semester.
	+ FT Students that are considered Juniors and Seniors are eligible for $750 per semester.
	+ PT Students that are considered Juniors and Seniors are eligible for $500.00.
	+ FT Students that are Freshman and Sophomore are eligible for $500.00.
	+ PT Students that are Freshman and Sophomore are eligible for $250.00.
	+ Students that are considered Vocational and Technical programs are eligible for $300 per grade term with maximum of 4 terms per year.
	+ Online students that are considered Masters or Doctorial Degrees are eligible for $100 per class but cannot receive assistance for more than 5 classes (All students are subject to calendar years).
	+ One time GED award of $250.
	+ Enrichment awards will be awarded contingent upon availability of funds one time for students of the Chilchinbeto community.

 Applicants must be represented at Chapter Meetings either in person or by family member. If no representation is available, a written letter to chapter will suffice.

 **Eligibility: 8 hours voluntary community service to Chapter per award.**

 Fall Semester Deadline: Last day of September

 Spring Semester Deadline: Last day of February

 Summer Semester Deadline: June 1

 **At least 6 months as a registered voter. (Under 18, parents have to be registered voters of Chilchinbeto Chapter).**