

WHITE CONE CHAPTER IN-HOUSE SCHOLARSHIP AND FINANCIAL ASSISTANCE POLICIES AND PROCEDURES FOR CHAPTER EXPENDITURES

This policy and procedures will supersede the Resolution TCDC policies and procedures for the chapter Scholarship and Financial Assistance for Educational Expense(s).

I. Authorization

1. Pursuant to 26 N.N.C. Section 101 (A) White Cone Chapter has formulated, implemented, and operated by the Five Management System to ensure accountability and has developed policies and procedures for the Chapter In-House Scholarship and Financial Assistance.
2. Pursuant to the White Cone Chapter Resolution # WCC ___- ___ - ___, the In-House Chapter Scholarship and Financial Assistance Policies and Procedures is hereby approved and adopted.

II. Mission Statement

1. The mission of the White Cone Chapter is to provide assistance in ab form of scholarships to the community youth and members for their educational needs and goals utilizing the Navajo Nation Budgeted-Financial Scholarship Assistance.
2. The White Cone Chapter will make the initial investment to educate our youth and provide an opportunity for each student to obtain employment in the area of study.
3. The White Cone Chapter is pledging a sincere commitment to provide information regarding scholarship-financial assistance, employment and making the initial investments in the youth to build a strong foundation for the leadership for the Community and the Navajo Nation.
4. The major objective of the White Cone Chapter is to encourage the community youth and members to obtain a degree in respective field of study and obtain employment within the Navajo Reservation to enrich every aspect of the community and the Navajo Nation.
5. The goal of the White Cone Chapter is to pave a path and provide an opportunity for all community youth and members to embrace and enrich their educational horizons and paradigms by pursuing a high education.

III. Applicable Laws

1. The White Cone 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

1. The purpose of the In House Chapter Scholarship and Financial Assistance Policies and Procedures are to provide the guidelines to the Chapter in administering the In-House Chapter Scholarship or Financial Assistance for educational expenses for the community youth and members who are continuing and pursuing a higher education.

2. The student is to be assisted with educational expenses such as tuition, books, school supplies, or room and board.

V. **Policy**

1. All potential applicants that are requesting scholarship assistance for educational purposes shall obey by these policies and procedures.
2. During the Chapter Planning and Regular Chapter meeting the applicant application will all complete accurate documents shall be acknowledged.
3. The Chapter membership shall approve the scholarship resolution at the beginning of each Fiscal Year before any award is rendered to the applicant.
4. The applications for the Chapter Scholarship and Financial Assistance will not be available until the opening dates. No applications will be available prior to the opening dates.
5. The Chapter shall not accept any early applications or faxed applications due to the first-come=first serve basis.
6. The student shall submit all essential document to the Chapter as described in Section X of this policies and procedures or it shall be considered incomplete or denied.
7. The student shall volunteer to White Cone Chapter in their field of study when awarded Chapter Scholarship and Financial Assistance.

VI. **Role of the Student**

1. The student shall come to the Chapter to obtain and submit all essential documents in a timely manner.
2. The student shall conduct themselves in a professional matter as well as the parent(s) who are representing their child (ren).
3. The student shall conduct **provide a presentation** at the scheduled Planning and/or Chapter meeting.
4. The student shall submit an official transcript at the end of each awarded semester to the Chapter.
5. The student shall maintain a GPA of 2.5 (C) or above.
6. The student shall maintain the credit hours reported on the application and adequate attendance.

VII. **Role of the Chapter Administration**

1. The Chapter Administration shall not be responsible to compile documents for applicants.
2. The Chapter Administration shall not be responsible for lost or damage documents.
3. The Chapter Administration Shall not be responsible to contact students regarding their status.
4. The Chapter Administration shall announce at the Chapter Planning meeting regarding the availability of Chapter Scholarship and Financial Assistance funds or post notices on application and fund availability.

5. The Chapter shall accept faxed or electronic documents.
6. The Chapter Administration shall provide applications upon opening dates to all requesting applicants.
7. The Chapter Administration shall inform the applicant of the Chapter meeting dates.
8. The Chapter Administration shall safeguard all essential documents according to the Record Management Policies and Procedures.
9. The Chapter Secretary/Treasurer shall prepare the resolution combining all students on one resolution.
10. The Chapter Account Maintenance Specialist has five (5) days to process checks after the Chapter Manager/Chapter Officials complete review process of application.
11. The Chapter Account Maintenance Specialist shall process the check payable to the applicant, unless the applicant deems it necessary to draft the check payable to the school.

VIII. Dates

The date will vary based on Fund Availability for Scholarships.

1. Opening dates:
 - A. Fall Semester - June 1 - July 31
 - B. Spring Semester - November 1 - December 31
 - C. Summer Semester - April 1 - May 31
2. Deadline Dates:
 - A. Fall Semester - July 31
 - B. Spring Semester - December 31
 - C. Summer Semester - May 31

IX. Eligibility

1. The Applicant must be a registered voter of the White Cone Chapter for at least 6 months or a parent must be registered voter for 6 months to apply.
2. The applicant must be enrolled full-time or part-time in an accredited college, university, vocational or technical school.
3. The applicant must be a member of the Navajo Nation with a Census Number.

X. Required Documents

1. Accurately complete Chapter Scholarship Application and date stamped by the Chapter Administration.

XI. Award Amounts

The listed amounts are based on fund availability and based on the annual Navajo Nation Scholarship Allocations. If the funds are limited, the award amounts shall be reduced to benefits more applicants and/or the number of applicants accepted/awarded reduced.

1. University students shall be eligible according to White Cone Chapter allocated budget per Fiscal Year.
2. Community College, Vocational and Technical students shall be eligible according to White Cone Chapter allocated budget per Fiscal Year.
3. GED and Certification in Heavy Equipment, Plumbing and Electric work students shall be eligible according to White Cone Chapter allocated budget per Fiscal Year.

XI. Student Obligations

Upon the award, the student must meet the following conditions.

1. Utilize the awarded funds toward educational needs and goals.
2. Submit requested transcript at the end of each awarded semester.
3. Student shall volunteer their time to White Cone Chapter in their field of studies.

XII. Probation

The Probation Period shall be one (1) full school year for any following reasons:

1. The student withdraws of school
2. The student's lack of attendance.
3. The student drops below the reported credit hours amount per classification, such as less than 12 credits for full-time or less than 3 credits for part-time.
4. The student's GPA falls below 2.5 or C grade equivalent
5. The student fails to submit an official transcript at the end of the awarded semester.

XIII. Amendments

Any amendments to the In-House Chapter Scholarship and Financial Assistance Policies and Procedures may be recommended by any of the Chapter Administration or community members in written format, and forward supportive and argumentative documentation to the Chapter Manager and Chapter Officials for assessment.

All proposed amendments would be presented by the Chapter President at a regular Chapter meeting for final approval with a simple majority vote of the Chapter membership.

The foundations to add, delete, or revise any section(s) or provision(s) of the In House Chapter Scholarship and Financial Assistance Policies and Procedures Manual would be subject to the following condition(s):

1. The funding sources has changed.
2. The amount of the funding has tremendously increased or decreased.
3. Procedures and requirements for submitting amendments:
 1. Any proposed amendments to the In House Chapter Scholarship and Financial Assistance Policies and Procedures Manual must be submitted in writing with supportive documentation to the Chapter Manger.
 2. The proposed amendments must be drafted in a legislative format. The new language underlined and old language stricken.
 3. The Chapter Manager in consultation with the Chapter Officials will review the proposed amendments to assure compliance with the applicable State, Federal, and Navajo Nation Laws (necessity and realistic).
 4. If requirements 1, 2, & 3 above are met, the Chapter Manager will forward the proposed amendments to the Chapter Officials for review and discussion at a regular scheduled planning meeting.
 5. The Chapter Officials may instruct the Chapter Manager to set a public hearing date, time, and location, depending on whether the amendments are substantial and sufficient to warrant a public hearing.
 6. If the proposed amendments(s) are favorable by the public input process, the Chapter Officials will forward the recommendations to the Chapter membership for approval or disapproval at a regular Chapter meeting scheduled with a simple majority vote.
 7. Upon approval, the Chapter Manager will make all recommended changes to the In-House Chapter Scholarship and Financial Assistance Policies and Procedures with a supporting resolution.



WHITE CONE CHAPTER

28 N. HWY 77 PMB 5120
HOLBROOK, AZ 86025
Telephone: (928) 654-3900
Fax: (928) 654-3901

MEMORANDUM

DATE:

TO: Chapter Scholarship Recipients

FROM: White Cone Chapter
28 N. HWY 77 PMB 5120
Holbrook, AZ 86025

SUBJECT: **UNDERSTAND OF OBLIGATIONS FOR:
IN HOUSE SCHOLARSHIP AND FINANCIAL ASSISTANCE AWARDS
POLICIES AND PROCEDURES.**

I, _____, have read and understand the In-House Chapter Scholarship and Financial Assistance Policies and Procedures.

I, _____, understand that upon my award of the In-House Chapter Scholarship and Financial Assistance, I am obligated to utilize the funds for my educational expenses as specified in the In-House Chapter Scholarship and Financial Assistance Policies and Procedures. I also understand that as specified in the In-House Chapter Scholarship Policies and Procedures that I will be obligated to a suspension of the awarded funds if I misuse the funds or if I withdraw from the school unofficially and without notification to the White Cone Chapter.

I, _____, understand that upon my award of the Chapter Scholarship and Financial Assistance, I am to volunteer my time to White Cone Chapter for my field of studies.

Student Signature

Date

Parent Signature (If Minor)

Date
