

Coalmine Canyon Chapter

Student Financial Assistance-Cover Sheet

No. _____

Name: _____ Date: _____

Required Documents for Student Financial Assistance

1	Complete Student Financial Assistance Application
2	Identification Card/Driver's License - copy
3	Certificate of Indian Blood
4	Navajo Nation Voters Registration with Coalmine Canyon Chapter (if under the age of 18 parents or guardians)
5	Transcript required: Unofficial is ok, until Official Transcript is received. (30 days out from applying)
6	Letter of Admission
7	Verification of Enrollment- Current class schedule
8	Essay: minimum of 200 words
9	Acknowledgement Form- Must be signed by student

Documents Checked By: _____ Date: _____

Completed Application and Documents will be presented to Chapter staff and officials for approval at a duly called chapter meeting.

[] **APPROVED**

[] **DENIED**

CSC: _____ Date: _____

Approved Student Financial Assistance will be completed by the chapter administration

1	Chapter Resolution: Resolution number/ copy of resolution on file
2	Award Letter: Copy in student file/ original sent to student
3	Check disbursement: Two signatures/ fund approval form
4	Copy of Check
5	Check Disbursement: paid

AMS: _____ Date: _____

FOR OFFICAL USE ONLY

1	Award Period	FALL		SPRING		SUMMER	
2	Amount						
3	Check Number						
4	Check Date						

Coalmine Canyon Chapter

Student Financial Assistance-Application

Date Completed Application

Received:

Student Personal Information		
Name:	Date of Birth:	
Social Security Number:	Census Number:	
Are you (if under 18 yrs old parent/guardian) a registered voter of Coalmine Canyon Chapter for over 6 months?		
Student Contact Information		
Phone Number:	Email:	
Mailing Address:		
Physical Address:		
City:	State:	Zip Code:
Student Education Information		
School Attending:		
GPA:	Credit Hours:	Full or Part Time:
Grade Level:	Student ID Number:	
Major:	Minor:	
Degree Type:		
Type of school (university, college, vocational, etc.):		
Have you received financial aid other than Coalmine Canyon Chapter?		
School Contact Information		
Name of School:		
Registrar or Financial Aid Address:		
Mailing Address:		
Physical Address:		
City:	State:	Zip Code:
Phone Number:	Email:	
Disclaimer and Signature		
<i>I certify that my answers are true and complete to the best of my knowledge.</i>		
Signature: _____		Date: _____

Coalmine Canyon Chapter

Student Financial Assistance-Policies and Procedures

I. ESTABLISHMENT

The Coalmine Canyon Chapter has established a Student Financial Assistance Program Policies and Procedures for the utilization of funds appropriated to the Chapter to provide guidance and administer funds. The Coalmine Canyon Chapter will provide maximum allowable scholarship assistance so long that the Navajo Nation Council within each fiscal year appropriates funds. Coalmine Canyon Chapter is vested with the responsibility of aiding eligible students. Additionally, the chapter is responsible for making the proper eligibility determination for assistance.

II. PURPOSE

The purpose of the Chapter Student Financial Assistance Program and Procedures is to provide guidance to the chapter in administering student financial assistance funds for eligible full time (12 credit hours or more), part time (less than 12 credit hours), or students in vocational institutions.

III. ELIGINILITY CRITERIA

All applicants must be attending officially and fully admitted to a post-secondary institution accredited a regional accrediting association as recognized by the Navajo Nation. Applicant is funded one semester (fall, spring, summer) per funding Fiscal Year. Applicant shall maintain a GPA of 2.5 or above for current semester GPA for semester funded.

IV. REQUIRED DOCUMENTS FROM THE STUDENT

1. Application
2. Identification Card/ Driver's License- Copy
3. Certificate of Indian Blood- Copy
4. Navajo Nation Voters Registration- Must be registered with Coalmine Canyon Chapter for a minimum of six months. If under the age of eighteen a parent or guardian's voters' registration.
5. Transcript- Official College or high school transcript. First year college students must submit a high school transcript. Returning students must submit transcripts reflecting previous semester.
6. Letter of Admission- Undergraduate and graduate student must be officially and fully admitted (this excludes provisional and/or conditional) to a post-secondary institution which is accredited by one of the six regional accreditation agencies as recognized by the Navajo Nation. The graduate applicant shall submit a regular letter of acceptance from the graduate program of study and regular letter of acceptance from the graduate university.
7. Verification of Enrollment- Current class schedule
8. Essay- Student must submit a 200-word essay detailing goals and educational interests.
9. Acknowledgement Form- Must be signed by student.

V. STUDENT RESPONSIBILITY

Students funded will submit to the chapter an official grade report for funded semester within 30 days after semester ends.

VI. REQUIRED DOCUMENTS FROM THE CHAPTER

If the student is eligible, the chapter will draft a resolution for the student and take it before the chapter membership for approval. The chapter resolution will give the name of the student and amount of funds granted.

VII. EXPENDITURE REQUIREMENTS FROM THE CHAPTER

- A. All expenditure shall be duly approved by the chapter membership and set out in the fiscal year budget.
- B. The chapter administration shall make proper accounting and bookkeeping entries for all Student Financial Assistance expenditures.

- C. At the end of the month, the chapter administration shall prepare a written expenditure report which includes the beginning/ carry over balance, check date, student's name, check number, check amount, institution, and identifying students by vocational training, undergraduate school, or graduate school, and ending balance. The chapter shall keep this report in its records and submit a copy to Area Service Center.

VIII. DUTIES OF THE CHAPTER MANAGER

- A. The chapter administration shall make sure all documents have been properly completed, dated, and signed by the applicant. The chapter administration shall keep the student's application and all supporting documents in a confidential personnel file pursuant to the chapter's personnel and records management manuals.
- B. The chapter administration shall recommend to the chapter membership by resolution for approval of Student Financial Assistance on the first come, first serve basis subject to availability of funds and the student's submission of all required documentation.
- C. Upon approval of the Student Financial Assistance the check will be paid to the education institution. The authorized bank signatory along with chapter Secretary/ Treasurer shall sign the checks.
- D. The check shall be mailed to the education institution listed on the application.
- E. Applications will only be disbursed upon availability of funds.

IX. PROGRAM OVERSIGHT

- A. The chapter administration shall have the day to day oversight responsibility for the administration of all Student Financial Assistance responsibilities carried out by chapter.
- B. The Area Service Center shall have expenditure oversight and ensure that allocations are expended in accordance with appropriate Navajo Nation, State, and Federal laws.

X. DEFINITIONS

- A. "Chapter Administration" means the employee of the chapter, which includes, but not limited to, the Chapter Manager and Accounts Maintenance Specialist.
- B. "Chapter Manager" means a chapter employee who performs the duties prescribed in 26 N.N.C, section 1004 (B), 1004 (C), and 2003 (B), and includes those employees referred to as Community Service Coordinators.
- C. "Local Governance Act" means 26 N.N.C., section 1-2005
- D. "Regional Accredited College" means colleges or universities which are accredited by one of the following associations:
- Middle States Association of Colleges and Schools (MSACS)
 - New England Association of Schools and Colleges (NEASC)
 - North Central Association of Colleges and Schools (NCACS)
 - Northwest Association of Schools and Colleges (NASC)
 - Other accrediting associations, which have specialized areas, like architecture, nursing business, etc.
 - Vocational Institutions chartered by the Navajo Nation.

XI. AMENDMENTS

The chapter Student Financial Assistance Program Policies and Procedures may be amended as deemed necessary by the Coalmine Canyon Chapter.



COALMINE CANYON CHAPTER

Benjamin Nez, Chapter President
Marcella Yazzie, Chapter Vice-President
Chelsea Delic, Chapter Secretary Treasurer
Shaun Hudson, Grazing Official
Casey Johnson, Council Delegate

WESTERN NAVAJO AGENCY – NAVAJO NATION Acknowledgement Form

Subject: Student Financial Assistance

The Coalmine Canyon Chapter requires Student Financial Assistance can be funded **one semester per fiscal year** and maintain of **2.5 grade point average or above to qualify for funding.**

Failure to comply will result in probation for one semester.

The Coalmine Canyon Chapter requires Student Assistance recipients to submit to the Chapter an official grade report for the funded semester with 30- Days after end of term (semester).

Failure to comply with the chapter student financial assistance policies and procedures and have read the information.

I have read and received a copy of the Coalmine Canyon Student Assistance Policies and Procedures and have read the information.

All applicants must be attending officially and fully admitted to a post-secondary institution accredited a regional accrediting association as recognized by the Navajo Nation. Applicant is funded one semester (Fall & Spring,) per funding Fiscal Year.

Print Name

Date

Signature