

Coalmine Canyon Chapter

Student Financial Assistance-Cover Sheet

No. _____

Name: _____ Date: _____

Required Documents for Student Financial Assistance

1	Complete Student Financial Assistance Application
2	Certificate of Indian Blood
3	Navajo Nation Voters Registration with Coalmine Canyon Chapter (if under the age of 18 parents or guardians)
4	Social Security Card
5	ID or driver's license
6	Acceptance Letter
7	Class Schedule with credit hours
8	Transcript: Updated transcript from previous semester
9	School ID
10	Essay: minimum of 200 words
11	Signed Acknowledgment Form: attached to packet

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 OFFICIAL USE ONLY

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

Coalmine Canyon Chapter

Student Financial Assistance-Application

Received:

Date:

No.

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 certify that my answers are true and complete to the best of my knowledge.

Signature: _____

Date: _____

COALMINE CANYON CHAPTER

Chapter President
Rena Dodson

Chapter Vice-President
Benjamin Nez

Secretary/Treasurer
Ben Zahme



Council Delegate
Casey Allen Johnson

Grazing Official
Harry J. Goldtooth

WESTERN NAVAJO AGENCY – NAVAJO NATION

PO Box 742, Tuba City, AZ 86045

Vacant-Community Service Coordinator

Vacant-Account Maintenance Specialist

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 within 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.

Print Name

Date

Signature

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.