

BECENTI CHAPTER

Tloo'di'tsin (Barren of the trees) / Jadi'hadi'iih (Antelope lookout)



STUDENT EDUCATIONAL AND FINANCIAL ASSISTANCE “SEAFA” POLICY AND PROCEDURES

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**BECENTI CHAPTER
STUDENT EDUCATIONAL AND FINANCIAL ASSISTANCE “SEAFa”
POLICY AND PROCEDURES**

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The Navajo Nation Becenti Chapter
T'oo'di'tsin (Barren of the trees) J'adi'hadi't'iih (Antelope lookout)



Jonathan Perry Marjorie Lantana Arlene A. Arthur Mikelle Lantana Mark Freeland VACANT VACANT
 PRESIDENT VICE-PRESIDENT SECRETARY/TREASURER LAND BOARD COUNCIL DELEGATE CHAPTER CSC CHAPTER AMS
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Resolution of Becenti Chapter
 BCJUL-21-091

RESOLUTION APPROVING THE BECENTI CHAPTER STUDENT EDUCATIONAL FINANCIAL ASSISTANCE POLICY AND PROCEDURES.

WHEREAS:

1. Pursuant to Navajo Nation Council Resolution CJY-20-55, the Becenti Chapter is a certified chapter of the Navajo Nation Government and is vested with certain authorities to address and resolve local matters in the best interest of the community members, and coordinate with or refer appropriate subject matters to the Navajo Nation, McKinley County, State of New Mexico, and the US Federal Governments; and
2. Pursuant to Navajo Nation Council Resolution CAP-34-98 Local Governance Act "LGA", allows chapter governments to make decisions over local matters, this authority in the long run, will improve community decision making, allow communities to excel and flourish, enable Navajo leaders to lead towards a prosperous future, and improve the strength and sovereignty of the Navajo Nation; and
3. Pursuant with LGA Title 26 NNC Section 101 A. To ensure accountability, all chapters are required to adopt and operate under a Five Management System (FMS). Chapters shall develop policies and procedures for the FMS consistent with applicable Navajo Nation Law; and
4. The purpose of the Becenti Chapter Student Educational Financial Assistance Policy and Procedures is to provide financial assistance funds for educational expenses such as tuition, books, school supplies, lab fees, room and board, required tools, uniforms, and essentials related to the choice of study, and Becenti Chapter acknowledges that there is an need to update and approve a more current policy and procedures; and
5. Becenti Chapter has reviewed and made amendments to the Becenti Chapter Student Educational Financial Assistance Policy and Procedures in four (4) public work sessions that were held at the Becenti Chapter house which were also open to the public; and
6. The Becenti Chapter Student Educational Financial Assistance Policy and Procedures were displayed for public view and amendments for the community to review and make comments during a thirty (30) Public Comment Period that lasted from June 2, 2021 to July 2, 2021 in which announcements were made via radio, newspapers, and agenda announcements; and

7. The Becenti Chapter Student Educational Financial Assistance Policy and Procedures were reviewed at the July 6, 2021 with no public comments having been submitted, therefore, allowing the document to be forward through the Chapter approval process for the July 20, 2021 Regular Monthly Chapter Meeting.

NOW, THEREFORE, LET IT BE RESOLVED THAT:


1. The Becenti Chapter Student Educational Financial Assistance Policy and Procedures, attached hereto as "Exhibit A", is hereby officially approved for implementation beginning on October 1, 2021.

CERTIFICATION

WE HEREBY CERTIFY, that this foregoing resolution was duly considered by the Becenti Chapter at a duly called chapter meeting at Becenti Chapter, at which a legal quorum was present and the same was passed by a vote of 13 in favor, 0 in opposition, and 0 abstaining on this 20th day of July 2021.

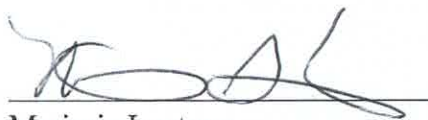
Motion: Mikelle Lantana

Second: Marilyn L. Becenti



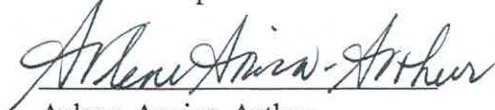
Jonathan Perry,

Becenti Chapter President



Marjorie Lantana,

Becenti Chapter Vice-President



Arlene Arviso-Arthur

Becenti Chapter Secretary/Treasurer

Mark Freeland,

Navajo Nation Council Delegate

BECENTI CHAPTER

Student Educational and Financial Assistance “SEAFa” Policy and Procedures

I. Purpose

The policy of Becenti Chapter Student Educational and Financial Assistance SEAFa is to provide financial assistance funds for educational expenses such as tuition, books, school supplies, lab fees, room and board, required tools, uniforms, and essentials related to the choice of study.

This policy and procedures will supersede the Transportation and Community Development Committee of the Navajo Nation Council policies and procedures for the Becenti Chapter SEAFa.

II. Authorization

- A. Pursuant to Title 26 NNC Section 101 (A). The Becenti Chapter has formulated, implemented, and operates by the Five Management System to ensure accountability and has developed the SEAFa Policy and Procedures.
- B. Pursuant to Becenti Chapter Resolution BCJUL-21-092, the Becenti Chapter SEAFa Policy and Procedures is hereby approved.

III. Goal

The goal of Becenti Chapter is to provide partial educational and financial support for students as a means of enhancing their opportunities towards their educational endeavors.

IV. Objectives:

- A. To provide in a fair and equitable manner financial assistance to community youth and members seeking education for the betterment of their lives.
- B. The Chapter Administrative staff will announce the availability of funds education and related expenses.
- C. The Navajo Nation Privacy and Access to Information Act shall be complied with.

V. Applicable Laws

The Becenti Chapter shall comply with Navajo Nation laws.

VI. Procedures

- A. All potential applicants that are requesting financial assistance for educational purposes shall abide by these policy and procedures:

1. Completed applications with required documents must be received by the Chapter Administration by the closing date, otherwise the application shall be considered incomplete.
2. Before an applicant can be considered for educational and financial assistance, he/she must be on the Chapter Planning Meeting and Regular Chapter Meeting agendas and attend both meetings with completed and relevant documents
3. If the student cannot attend the two meetings, then he/she can designate a family member as a representative to attend and speak on their behalf.
4. The Becenti Chapter membership shall approve the SEAFAs requests, and adopt the chapter resolution before any award is rendered to the student.
5. The chapter resolution can be written collectively for all students who are being awarded in one approved resolution.
6. Applications for the SEAFAs will not be available until the opening dates. Applications will not be available prior to opening dates.
7. The Chapter Administration shall not accept any early applications to be considered on a first serve basis.
8. Becenti Chapter shall assist as many students based on the availability of funds.
9. Verification of enrollment will be conducted on a random basis.

VII. Dates

Dates may vary based on fund availability for Becenti Chapter SEAFAs.

A. Opening Dates:

1. Fall Semester – July 1st
2. Spring Semester December 1st

B. Deadline Dates:

1. Fall Semester – August 15th
2. Spring Semester – January 15th

VIII. Eligibility

- A. Student must be a registered voter of Becenti Chapter for at least three (3) months prior to applying. If student is under 18 years of age, their parent(s) must be a registered voter of Becenti Chapter for at least one (1) year.
- B. The student must be enrolled full-time or part-time in an accredited college, university, vocational institution, or technical school. Students not enrolled in an educational institution will not be eligible for the Becenti Chapter SEAFAs.
 1. Full-Time Undergraduates (Certificate/Associate/Bachelor) – 12 credit hours or more.
 2. Part-Time Undergraduate – 11 credit hours or less
 3. Full-Time Graduates (Master/Doctoral) – 8 credit hours or more

C. The student must be an enrolled member of the Navajo Nation.

IX. Required Documents

- A. Completed and signed SEAFAs application. Chapter Administration staff will date stamp the application upon receipt.
- B. Copy of Social Security Card
- C. Copy of Certificate of Indian Blood
- D. Copy of Navajo Nation Voter's Registration Card
- E. Official High School or College Transcript (copy will be allowed but an official will be required prior to approval of award)
- F. Letter of Acceptance for Continuation of Enrollment from the Student indicating semester/quarter and year.
- G. Copy of Photo Identification
- H. Completed and Signed W-9 Form

Note: Copies documents may be in student's record or profile.

X. Award Amounts

The following award amounts are based on availability of funds. If funds are limited, the award amount may be reduced.

- A. Full-Time Students shall be eligible for a maximum amount of five hundred dollars (\$500.00)
- B. Part-Time Students shall be eligible for a maximum amount of two hundred and fifty dollars (\$250.00)

XI. Student Obligations

Upon the award, the student must meet the following mandates:

- A. Utilize the awarded funds toward educational needs and goals.
- B. Submit requested official transcripts at the end of each award semester.

XII. Probation

Should a recipient fail to meet the required Grade Point Average "GPA" or withdraws from school, he/she will be placed on probation as follows:

- A. If the student withdraws from school then they shall be placed on probation for one academic semester.
- B. If the student drops below the reported credit hours per classification, such as less than twelve (12) credit hours for full-time undergraduates, less than eight (8) hours for full-time graduate, or less than three (3) credit hours for part-time students. Probation is for one academic semester.
- C. If the student's GPA falls below 2.0 (C Average) for the awarded semester. Student will be on probation until GPA is raised to a 2.0 or above.

XIII. Denial

- A. The Becenti Chapter has the right to deny approval of an application for SEAFAs; however, the denial must be based on technical or substantial reason which the chapter must clearly state in the denial notification from the Chapter Administration.
- B. The denial notice must be in writing. Such written notice shall be provided to the applicant immediately.
- C. The student has the right to request for any appeal to the chapter for being denied within ten (10) working days from the date of the Denial Letter.

XIV. Appeal

- A. An applicant for the Becenti Chapter SEAFAs who has been denied shall have a right to appeal the denial within ten (10) working days from the date of denial. The appeal shall be in writing and it must state the reason(s) for appeal as well as the relief sought.
- B. The Chapter Administration shall review the appeal within five (5) working days of receiving the appeal. A determination shall be made by the end of the fifth day and a written response within three (3) days afterwards. However, if the appealed matter cannot be resolved administratively, then the Chapter Community Services Coordinator shall forward the unresolved appeal to the Chapter President who is to work with the Chapter Grievance and Appeals Committee to resolve the appealed matter on the basis of merit as soon as possible with the involvement of the appointed members of the Grievance and Appeals Committee.

XV. Grievance and Appeals Committee

Any grievance issues needing to be addressed shall be referred to the Appeals and Grievance Committee.

XVI. Attachments

- A. Affidavit
- B. Becenti Chapter SEAFAs Cover Sheet and Check List
- C. Educational and Financial Assistance Application
- D. W-9 Form (Most Recent Year)

XVII. Amendment

The Becenti Chapter SEAFAs Policy and Procedures shall be reviewed annually by the Chapter Administration and Chapter Officials and may be amended, as needed.

Proposed amendments will be discussed at a duly called Chapter Planning Meeting and approved at a Regular Chapter Meeting.



BECENTI CHAPTER

P.O. Box 708 | Crownpoint, New Mexico 87313 | Phone: 505-786-2283/2284 | Fax: 505-786-2285

AFFIDAVIT

Date: _____

TO: All Student Educational and Financial Assistance Recipients

FROM: Becenti Chapter

SUBJECT: Understanding of Obligation of the Student Education and Financial Assistance Policy and Procedures

I, _____, have read and I fully understand the Student Educational and Financial Assistance Policy and Procedures.

I, _____ understand that upon my award of the Student Educational and Financial Assistance, I am obligated to utilize the funds for my educational expenses as specified in the Policies and Procedures. I also understand that as specified in the Student Educational and Financial Assistance Policy and Procedures that I will be obligated for Probation if I misuse the funds or if I withdraw from school unofficially and without notification to the Becenti Chapter

SIGNATURES:

Student’s Signature Date

Parent’s Signature, if minor Date



BECENTI CHAPTER
STUDENT EDUCATIONAL AND FINANCIAL ASSISTANCE "SEFA"
CHECK LIST AND APPLICATION

Name: _____

Date: _____

Required Documents must be submitted to the Chapter Administration by the closing date. No exceptions.

- | | |
|----------------------------------|-----------------------------|
| _____ Social Security Card/CIB* | _____ Application Form |
| _____ Voter's Registration Card* | _____ Letter of Acceptance* |
| _____ Photo ID Card * | _____ Class Schedule* |
| _____ Current IRS W-9 Form | _____ Official Transcript** |

- Copy is sufficient
- Official transcript required prior to approval of award

 Student's Signature of Acknowledgement

 Parent's/Guardian's Signature, if a minor

******To be Completed by Chapter Administration******
OFFICIAL USE ONLY

_____ Approved Date of Regular Chapter Meeting: _____
 _____ Ineligible Reason: _____

- _____ Adopted Chapter Resolution
 _____ Fund Approval Form
 _____ Copy of Award Check

Comments/Issue:

 Community Services Coordinator Date

 Accounts Maintenance Specialist Date

BECENTI CHAPTER
STUDENT EDUCATIONAL AND FINANCIAL ASSISTANCE APPLICATION

Becenti Chapter
P.O. Box 708
Crownpoint, NM 87313
Phone: (505) 786-2283/2284
Fax: (505) 786-2285
Email: becenti@navajochapters.org

Applying for Semester:
20__ Fall Semester
20__ Spring Semester

Date: _____

PERSONAL INFORMATION				
SSN:	C#:	Legal Name: (Last, First, Middle Initial)		
Mailing Address: City/State/Zip Code			Phone Number:	
Permanent Address: City/State/Zip Code			Phone Number:	
Date of Birth:	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital Status:	Number of Children:	
Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a registered voter of Becenti Chapter? <input type="checkbox"/> Yes <input type="checkbox"/> No Must provide copy of voter's registration card*			
Mother's Name:	Mailing Address: (City, State, Zip Code)	Tribe:		
Father's Name:	Mailing Address: (City, State, Zip Code)	Tribe:		
EDUCATIONAL INFORMATION				
High School: Name/City/State		Month and Year of Graduation or GED Certification:		
College Classification: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Post-Graduate	College, University, or School you plan to attend: Name, City, State			
	Major:	Type of Degree Seeking:		
	Letter of Acceptance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Chapter Resolution? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Requested:	
	Name of Last College or University Attended:	Month & Year:	Have you received Navajo Nation Scholarship Before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____	
Have you ever received the Becenti Chapter Educational and Financial Assistance before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?			Institution: _____	

I certify that the information provided is correct to the best of my knowledge.

Signature

Date