



**BECENTI CHAPTER
STUDENT EDUCATIONAL
AND
FINANCIAL ASSISTANCE
POLICY & PROCEDURES**



AMENDED JULY 16, 2018

**BECENTI CHAPTER STUDENT EDUCATIONAL AND FINANCIAL ASSISTANCE
POLICY AND PROCEDURES**

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BECENTI CHAPTER STUDENT EDUCATIONAL AND FINANCIAL ASSISTANCE
POLICY AND PROCEDURES

This Policy and Procedures will supersede the Transportation and Community Development Committee policies and procedures for the Becenti Chapter Student Educational and Financial Assistance policies and procedures.

I. POLICY

The policy of the Becenti Chapter Student Educational and Financial Assistance 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.

II. AUTHORIZATION

- A. Pursuant to 26 N.N.C. Section 101 (A), the Becenti Chapter has formulated, implemented, and operates by the Five Management System to ensure accountability and has developed the Student Educational and Financial Assistance policies and procedures.
- B. Pursuant to the Becenti Chapter Resolution No. BNCMR-11-46, the Student Financial and Financial Assistance Policies and Procedures is hereby approved.

III. PURPOSE

The purpose of Becenti Chapter through its Financial Assistance Program is to uplift the socio-economic status of its members based on the premise and hope that education is one of the effective ways to break the poverty cycle. Therefore, the intent of the Becenti Chapter Financial Assistance Program is to promote education and self-sufficiency with the hope that the financially assist will model for generations to come. Education may be individually attained but its impact can be on the entire family and society as well.

IV. GOAL:

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

V. OBJECTIVES:

- A. To provide in a fair and an 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 for education and related expenses.
- C. The Navajo Nation Privacy and Access to Information Act shall be complied with.

VI. APPLICABLE LAWS

The Becenti Chapter shall comply with Navajo Nation laws.

VII. PROCEDURES

- A. All potential applicants that are requesting financial assistance for educational purposes shall abide by these policies and procedures.
1. Completed applications with required documents must be received by the chapter 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 and Regular Meeting agendas and attend both meetings with completed and relevant documents.
 3. If the student cannot attend the meetings, he/she can send a family member as a representative.
 4. The Chapter membership shall approve the student educational and financial assistance and resolution before any award is rendered to the student.
 5. The resolution can be written collectively for all students who are being awarded on one resolution.
 6. Applications for the Student Educational and Financial Assistance will not be available until the opening dates. Applications will not be available prior to opening dates.
 7. The Chapter shall not accept any early applications to be considered on a first serve basis.
 8. The Chapter shall assist as many students based on availability of funds.
 9. Verification of enrollment will be conducted on a random basis.

VIII. DATES

Dates may vary based on fund availability for Student Education and Financial Assistance.

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

IX. ELIGIBILITY

- A. The Student must be a registered voter of Becenti Chapter for at least three (3) months prior to applying. If student is under the age of 18, the parent must be a registered voter 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 that are not enrolled in accredited educational institutions will not be eligible for Student Education Financial Assistance.
Full-time Undergraduate – 12 credit hours or more (11 credits or less are considered part-time)
Full-time Graduate – 8 credit hours or more (7 credits or less are considered part-time)
- C. The Student must be an enrolled member of the Navajo Nation.

X. REQUIRED DOCUMENTS

- A. Completed and signed Student Education Financial Assistance application (including Affidavit). Chapter Administration staff will date stamp the application upon receipt.
- B. Social Security card (copy)
- C. Certificate of Indian Blood (copy)
- D. Voters Registration Card (copy)
- E. Official High School or College Transcript (copy will be allowed but an official will be required prior to receiving award).
- F. Letter of Acceptance or continuation of enrollment from the School indicating semester/quarter and year.
- G. Photo ID (copy)
- H. Completed W-9

NOTE: copies of documents may be in student's record or profile.

XI. AWARD AMOUNTS

The following award amounts are based on fund availability. If funds are limited, the award amounts 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)

XII. 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 transcripts at the end of each awarded semester.

XIII. PROBATION.

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

- A. The student withdraws from school. Probation for one academic semester.
- B. 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) credit hours for full-time graduate, or less than three (3) credit hours for part-time. Probation for one academic semester.
- C. The student's grade point average falls below 2.0 (C) for the awarded semester. Probation until GPA is raised to a 2.0 or above.

XIV. DENIAL

- A. The Becenti Chapter has the right to deny approval of an application for financial assistance; however, the denial must be based on technical or substantial reason which the chapter must clearly state in the denial notification.
- 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.

XV. APPEAL

- A. An applicant for financial assistance for education 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 staff 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, the Chapter Coordinator shall forward the unsolved appeal to the Chapter President who is to work with the chapter Appeals Hearing 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 Hearing Committee.

XVI. GRIEVANCE HEARING COMMITTEE

The Chapter President shall establish a Grievance Hearing Committee at the beginning of each fiscal year to hear and resolve any appeals of denied financial assistance for post-secondary education. Five (5) members shall be selected to represent the following sector of the chapter:

- two (2) enrolled students

- two (2) college graduates
- one (1) member of the Chapter Administration staff
- Chapter Vice-President who will facilitate the review of the appeal matter and report to all concerning the appealed matters

Three (3) members present shall constitute a quorum of the committee to conduct official business and a simple majority vote of the members present shall be sufficient to decide upon the appealed matter

The committee shall submit a decision within three (3) working days. The decision shall be final.

Grievance Hearing Committee members shall remain eligible for reappointment by the Chapter President, so long as there is no technical or other reason for their removal by the chapter membership. The student members of the committee may resign for cause at any time upon notice to the Chapter President.

In appointing members of Grievance Hearing Committee, the chapter President shall make certain that only those who are most dedicated to education are selected to serve. The members will not receive any type of compensation.

XVII. AMENDMENT

This policy and procedures will be reviewed annually by the chapter administration and officials and may be amended if necessary.

The amendment will be discussed at a duly called chapter Planning Meeting and approved at a Regular Meeting.

Appendix A

Affidavit

DATE: _____

TO: All Student Educational and Financial Assistance Recipients

FROM: **Becenti Chapter**

SUBJECT: Understanding of Obligation of the Student Educational and Financial Assistance Awards Policies and Procedures

I, _____, have read and understood the Student Educational and Financial Assistance Policies 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 Policies 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.

SIGNATURE:

Student Signature Date

Parent Signature, if minor

Appendix B

**BECENTI CHAPTER
SCHOLARSHIP RECIPIENT COVER SHEET
CHECK LIST**

NAME: _____

DATE: _____

Required documents must be submitted to the Chapter Administration Staff by the Closing Date. No Exceptions.

_____ CIB/Soc. Sec. Card *

_____ Current Scholarship Application/Affidavit

_____ Voter Registration *

_____ Letter of Acceptance*

_____ Photo I.D.*

_____ Class Schedule*

_____ W-9 IRS Form

_____ Official Transcript**

* Copy is sufficient

** Official transcript required prior to receiving award.

STUDENT SIGNATURE OF ACKNOWLEDGEMENT

PARENT OR GUARDIAN SIGNATURE IF A MINOR

****TO BE COMPLETED BY ADMINISTRATION****

COMPLETED AND PROCESSED

_____ Approved Date of Regular Chapter Meeting: _____

_____ Denied Reason: _____

_____ Resolution Attached

_____ Fund Approval Form

_____ Copy of Check

COMMENT/ISSUE: _____

Community Services Coordinator Date

Accounts Maintenance Specialist Date

Appendix C

Becenti Chapter
 Student Educational and Financial Assistance
 Post Office Box 708
 Crownpoint, N.M. 87313
 Phone No. (505) 786-2283/2284
 Fax No. (505) 786-2285

Term(s) Applying For:
 20__ Fall Semester
 20__ Spring Semester

DEADLINES:

Fall Semester - August 15th

Spring Semester - January 15th

Date: _____

PERSONAL INFORMATION

SSN: - -	C#	Legal Name: (Last Name, First, Middle Initial)		
Current Mailing Address: City/State/Zip Code			Telephone Number:	
Permanent Home Address: City/State/Zip Code			Telephone Number :	
Date of Birth	Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>	Marital Status:	Number of Children:	
Are you a Veteran? yes <input type="checkbox"/> no <input type="checkbox"/>		Are you a registered voter of Becenti Chapter? Must provide proof of voter registration. yes <input type="checkbox"/> No <input type="checkbox"/>		
Mother's Name		Address: City/State/Zip		Tribe:
Father's Name		Address: City/State/Zip		Tribe:

EDUCATIONAL INFORMATION

High School: Name/City/State			Month & Year of Graduation or GED Certificate:		
College Classification: Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Post-Graduate <input type="checkbox"/>	College, University, or School you plan to attend: Name/City/State				
	Major:		Type of Degree Seeking:		
	Letter of Acceptance? yes <input type="checkbox"/> no <input type="checkbox"/>		Chapter Resolution? yes <input type="checkbox"/> no <input type="checkbox"/>		Amount of Request: \$ _____
	Name of College/University Last Attended:		Month & Year	Have you received Navajo Nation Scholarship before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when? _____	
					Institution: _____
* Please submit your last transcript that you were funded for.					
Have you received Chapter Scholarship before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when? _____					

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

Signature

Date

Check Off List for Completion;	<input type="checkbox"/> Current Scholarship Application <input type="checkbox"/> Letter of Admission <input type="checkbox"/> Verification of Voter Registration <input type="checkbox"/> Registration Form/Class Schedule	<input type="checkbox"/> Signed Policies & Procedures Memo <input type="checkbox"/> Social Security Card <input type="checkbox"/> Census Number (CIB) <input type="checkbox"/> Photo Identification
DOCUMENT CHECKED BY: _____		