



Tselani/Cottonwood Chapter

POLICY AND PROCEDURES For The Educational Financial Assistance Program

POLICY NO.:	AMENDED DATE: May 17, 2015
RESOLUTION NO.: TSEL-15-261	EFFECTIVE DATE: May 17, 2015

I. PURPOSE:

The Chapter serves and provides financial assistance opportunity to eligible chapter members to continue their education in an accredited vocational, Community College, Post Secondary and Universities.

II. DEFINITIONS:

- A. Eligible Student: Any student who is registered voter with the Chapter, who is continuing with education in accredited college, university, and vocational school.
- B. Application: Educational Financial assistance application form. (Exhibit A)
- C. Full-Time graduate student: An applicant enrolled in a Masters program and carrying nine (9) or more semester credit hours or equivalent amount of quarter or trimester credit hours, during an academic term.
- D. Part-Time graduate student: An applicant enrolled in Masters program and carrying a minimum of three (3) semester credit hours to a maximum of eight (8) or eleven (11) semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term, depending on credit hour amounts prescribed by the institution attending and program choice.
- E. Full-Time undergraduate student: An applicant pursuing associate or Baccalaureate degree and carrying twelve (12) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term.
- F. Part-Time undergraduate student: An applicant pursuing a Baccalaureate degree and carrying a minimum of three (3) semester credit hours to a maximum of eleven (11) semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term. Vocational: case by case basis.
- G. CIB: Certificate of Indian Blood (Tribal enrollment number).

III. POLICIES:

- A. The Chapter shall provide supplemental financial assistance to students who plan to achieve and obtain certificate, pursue studies that lead to Associate degree, Bachelor, Master Degree and Post Secondary degrees. This can be done through on-line courses which are accredited towards the above degrees.
- B. The applicant shall be registered with the Tselani/Cottonwood Chapter. Individual(s) shall complete one (1) semester on their own and provide an official transcript to the Chapter when applying for educational assistance.
- C. The Chapter Educational Financial Assistance Program funds shall be provided upon availability of funds.
- D. Only one individual within the same household will be eligible for assistance.

IV. ELIGIBILITY:

- A. Student is eligible provided that an acceptable grade point average is maintained with a minimum of GPA 2.5 on a 4.0 scale.
- B. Registered with the Tselani/Cottonwood Chapter to vote, if under 18 years of age, the parents must be registered with the Chapter. The individual should not be registered with another chapter when applying for assistance.
- C. GED(General Educational Diploma) Student are acceptable with diploma.

V. PROCEDURES

- A. Any eligible student may apply for assistance by completing the standard educational assistance application with all the required documents: This only applies for students who completed one semester on his/her own at an accredited college or university.
 - 1. Application. (incomplete application will not accepted) (Exhibit B)
 - 2. Social Security Card
 - 3. W-9 Form
 - 4. Semester Class Schedule
 - 5. Financial Need Analysis.
 - 6. Official Certificate of Indian Blood (CIB).
 - 7. Official college transcript.
 - 8. Voter registration
- B. All applications will be review and assessed by Chapter Administration then a recommended list to the next planning meeting.
- C. After the recommendation from the planning meeting, the application will forward to the regular chapter meeting for action.
- D. Applicant is strongly encouraged to be present at the chapter meeting or designate a person in writing who will represent the applicant. **ONLY** one person shall represent one applicant at the chapter meeting.
- E. Once application is approved by the chapter membership, the award will be submitted the accounting office for processing.
- F. The amount of award will be based on the criteria as described:
 - 1. Full time = \$500.00 per semester
 - 2. Part time =\$300.00 per semester

VI. DISQUALIFICATION:

- A. The disqualified recipient will forfeit the next cycle of the funding period, when grade point average is below 2.5.
- B. Any applicant who is placed on probation by its institution.
- C. Any applicant knowingly submits falsified information on the application shall be denied.

VII. DEADLINES FOR CHAPTER FINANCIAL ASSISTANCE PROGRAMS:

- A. All Financial Assistance applications will be advertised for 30 days for following semesters:
 - 1. Fall semesters: Opening on 2nd week of June
 - 2. Spring Semesters: Opening on 4th week of December
- B. The Chapter may request for additional information from the student regarding their enrollment status.
- C. Upon completion of the semester term, students are encouraged to put in some volunteer hours to serve their community. This will be decided by the Community Service Coordinator through a written agreement.

VIII. AVAILABILITY OF FUNDS:

- A. All awards and disbursement of education assistance is contingent upon availability of Chapter's Educational Financial Assistance Program fund and each student will be awarded only once per academic year.

IX. AMENDMENT:

The Tselani/Cottonwood Chapter may amend the Chapter Scholarship and Financial Assistance policies and procedures from time to time as deemed necessary and approved at a duly called chapter meeting.