



Tselani/Cottonwood Chapter

POLICY AND PROCEDURES For The Educational Financial Assistance Program

POLICY NO.: 5-2024	AMENDED DATE: April 29, 2025
RESOLUTION NO.: TSEL-25-952	EFFECTIVE DATE: May 19, 2025

I. PURPOSE:

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

II. DEFINITIONS:

- A. **Eligible Student:** Any student applying for educational assistance must be a Navajo Nation Registered Voter with the chapter for a minimum of 6 (six) months. For a student 18 years of age, newly registered to vote, the parents must be currently be registered with the chapter for least six (6) months or more.
- B. **Application:** Educational Financial assistance application form. (Exhibit A) All sections of the application must be completely filled out. Any incomplete application will not be recommended for approval.
- C. **Part-Time undergraduate student:** An applicant pursuing an academic degree or certificate and carrying a minimum of three (3) semester credit hours to a maximum of eleven (11) semester credit hours during an academic semester.
- D. **Full-Time undergraduate student:** An applicant pursuing an academic degree or certificate and carrying twelve (12) or more semester credit hours during an academic semester.
- E. **Part-Time graduate student:** An applicant enrolled in Masters/Doctorial program and carrying a minimum of three (3) semester credit hours to a maximum of eight (8) or eleven (11) semester credit hours, during an academic semester.
- F. **Full-Time graduate student:** An applicant enrolled in a Masters/Doctorial program and carrying twelve (12) or more semester credit hours credit hours, during an academic term.
- G. **Semester Term:** The chapter will utilize the **term** grade point average (GPA) versus the **accumulative** (overall) GPA.
- H. **Vocational or Trade School:** Programs prepare students for immediate entry into their field or into a stepping-stone position to enter that field within just a year or two.

III. POLICIES:

- A. The Chapter shall provide financial assistance to students who are enrolled to obtain a certificate and/or pursue an academic degree.
- B. Individual(s) shall complete one (1) semester on their own and provide an official transcript to the Chapter when applying for educational assistance.
- C. In that event that more than one (1) family member applies and qualifies, the one that has not been assisted will be award.
- D. The financial assistance shall be subject to availability of funds.

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 from prior semester term.

- B. Must be Navajo Nation Registered Voter with the Tselani/Cottonwood Chapter, if 18 years of age or under, the parents must be registered with the Chapter within the last six (6) months. (18 year old must be registered).

V. PROCEDURES

- A. Student shall apply by completing application and submit all required documents:
1. Application. (incomplete application will not be accepted)
 2. Financial Need Analysis
 3. Social Security Card
 4. Navajo Nation Voter Registration Card
 5. Class Schedule-Currently Enrolled
 6. Official transcript
 7. Student must submit their own applications
- B. All applications must have working emails, phone numbers and message numbers. Applications will be review by chapter Account Maintenance Specialist for completeness, prior to deadline, then forward to the Chapter Coordinator to determine the approval or denial of application.
- C. The applicant will be notified of the decision, by letter, within 10 business days.
- D. The Chapter Coordinator shall forward the resolution to the Planning Meeting for all eligible students for approval of chapter membership at the next duly called Chapter Meeting
- E. Applicant is encouraged to bring 2 (two other registered voters) to the Chapter meeting. Approved students are to be present at the chapter meeting or designate a representative. The representative will only represent one applicant. Chapter Officials and staff shall not represent an applicant.
- F. Upon the approval by the chapter membership, the administration will process the award, and the check will be written and mailed directly to the institution to the student's account. Students will be awarded only 4 (four) times, allowing other students to apply.
1. Full time = \$500.00 per semester accountability
 2. Part time =\$300.00 per semester
 3. Vocational/Trade =\$300.00 one time
- G. Upon completion of awarded semester, the student is mandated to submit an unofficial transcript to the Chapter for proof of GPA. Otherwise, your application will not be considered when applied for the next financial assistance.
- H. If the GPA has dropped below 2.5 for the awarded semester or an incomplete term, the student will become ineligible for any future student financial assistance.

VI. INELIGIBILITY:

- A. When the GPA is below 2.5
- B. Incomplete Application
- C. Not a Navajo Nation registered voter with the Chapter for six (6) months.

VII. DEADLINES FOR CHAPTER FINANCIAL ASSISTANCE:

- A. All Financial Assistance application intakes will be advertised for 30 days.
1. Fall semester:-Opening in 4th week of August.
 2. Spring semester – Opening in 3rd week of December

VIII. AVAILABILITY OF FUNDS:

- A. All awards and disbursement of educational assistance is contingent upon availability of Chapter's Educational Financial Assistance Funds. Each student will be awarded only once per academic year (August 1 through July 31).
- B. Students are encourage to seek other financial assistances, grants, and other scholarships to fund their education.

IX. AMENDMENT:

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

TSELANI/COTTONWOOD CHAPTER #35
PO BOX 1139, CHINLE AZ 86503
Ph: 928-725-3765 Fax: 928-725-3767

EDUCATIONAL ASSISTANCE PROGRAM

CHECK LIST

STUDENT: _____ DATE: _____

EMAIL: _____ Primary Phone: _____ Message: _____

ATTACH THE FOLLOWING DOCUMENTS:

**** APPLICANT OR REPRESENTATIVE MUST BE PRESENT AT THE CHAPTER MEETING FOR APPROVAL, NO EXCEPTIONS!!****

OFFICE:

1. COMPLETED AND SIGNED APPLICATION _____
2. FINANCIAL NEED ANALYSIS (FNA) _____
3. SOCIAL SECURITY CARD (COPY) _____
4. NAVAJO NATION VOTERS REGISTRATION CARD _____
5. SEMESTER CLASS SCHEDULE: _____ hrs _____
6. OFFICIAL TRANSCRIPTS: _____ GPA _____
7. DESIGNATED REPRESENTATIVE TO ATTEND _____

CHAPTER MEETING (IF APPLICANT IS UNABLE TO ATTEND
THE MEETING)

THIS SECTION IS FOR CHAPTER ADMINISTRATION USE ONLY!!

APPROVED: ☐

DENIED: ☐

PREPARE CHAPTER RESOLUTION FOR CHAPTER MEETING AND APPROVAL OF AMOUNT OF:

\$500.00
FA/SPG
FULL

\$300.00
FA/SPG
PART

\$300.00
Vocational-
Trade Sch

Semester: _____

CHAPTER ADMINISTRATION

DATE

NOTES: