

# LOW MOUNTAIN CHAPTER SCHOLARSHIP/STUDENT ENRICHMENT PROGRAM



## POLICIES AND PROCEDURES

**LOW MOUNTAIN CHAPTER**

**P.O. BOX 4416**

**BLUE GAP, AZ 86520**

**Telephone #: (928) 725-3700**

**Fax #: (928) 725-3703**

**Email: [lowmountain@navajochapters.org](mailto:lowmountain@navajochapters.org)**

ATTACHMENT I

**LOW MOUNTAIN CHAPTER  
SCHOLARSHIP PROGRAM  
CHECK LIST**

- \_\_\_ 1. **APPLICATION-** Print legible and complete all appropriate information.
- \_\_\_ 2. **LETTER OF ADMISSION:** Must be from the admissions department of the Institution. Enrollment Verification is required for continuing students who have already submitted their Letter of Admission with the same Institution.
- \_\_\_ 3. **VOTER REGISTRATION CARD:** A copy or verification from the Navajo Nation Election Administration Office is valid.
- \_\_\_ 4. **CERTIFICATE OF INDIAN BLOOD (C.I.B):** Required for all applicants.
- \_\_\_ 5. **SOCIAL SECURITY CARD:** A copy of the card is required.
- \_\_\_ 6. **STUDENT CONSENT TO RELEASE INFORMATION:** Is required to release your confidential information to your school and/ or other individuals requesting for information. Exhibit B is optional and Exhibit C is required.
- \_\_\_ 7. **COLLEGE TRANSCRIPT:** Official transcript must be shown then a copy will be made and attached to the application by the administrative staff.

**NOTE:** If mailing your application packet it must be post marked by the deadline dates. The mailing address is P.O. Box 4416 Blue Gap AZ 86520. Any application post marked after the deadline date will not be considered. If you have any questions, please call 928-725-3700 or 3701 OR you can email the chapter at [lowmountain@navajochapters.org](mailto:lowmountain@navajochapters.org)

## **LOW MOUNTAIN CHAPTER SCHOLARSHIP PROGRAM POLICIES AND PROCEDURES**

### **I. INTRODUCTION:**

The General Fund for scholarship is allocated to Low Mountain Chapter at the discretion of the Navajo Nation Council. Funds are disbursed depending on availability of funds to assist eligible college bound students with limited financial assistance.

### **II. PURPOSE:**

The Low Mountain Chapter Scholarship Program Policy and Procedures is hereby established to regulate and provide guidance in the implementation and distribution of available Chapter Scholarship Fund to eligible students to assist with high educational and/or vocational or technical field training related expenses only.

### **III. ELIGIBILITY REQUIREMENT:**

1. Student and parents or legal guardians must be active registered voters of Low Mountain Chapter as of May of each fiscal year.
2. Student must not have been assisted during the current academic school year.
3. Student must not be on a withdrawal or probationary status from previous semester.
4. Student must be currently enrolled as a full-time or part-time student.
5. Student must maintain enrollment status throughout the semester.
6. Student must maintain an academic requirement of 2.0 or higher grade point average.
7. Student must not have been assisted from other Chapters during the academic year.

### **IV. DOCUMENTS REQUIREMENTS:**

1. Low Mountain Chapter Scholarship Program Application (Exhibit A).
2. A copy of Letter of Admissions from College, University or Training Institution's Admissions Department.
3. Current enrollment verification from the Institution for continuing students.
4. A copy or verification of Low Mountain Chapter Voter Registration.
5. A copy of Certificate of Indian Blood (CIB) and Social Security Card.
6. Student Consent to Release Information :( Exhibit B) is optional (Exhibit C) is required.
7. A sealed Official College Transcript of the most recent college for continuing students.

**V. POLICIES:**

- A. The Scholarship Funds for a full-time and part time College, University or Vocational Training students shall be awarded in accordance to the fiscal year chapter approved budget.
  - a. The Student Enrichment Funds for High School students shall be awarded accordance to the fiscal year chapter approved budget.
- B. A student and parents or legal guardian must be registered with the Low Mountain Chapter one year prior to the application deadline date and applicant must have been included in the annual Chapter Budget Allocation.
- C. Unjustified withdrawal while funded or misuse of scholarship funds shall result in one (1) year suspension. Justified reasons under certain circumstances shall be acceptable.
- D. Only one (1) student from one household shall be considered eligible in one semester.
- E. Incomplete application packets shall not be accepted.
- F. Faxed and email application packets shall be accepted, due to the COVID-19 pandemic.
- G. All original documents shall be submitted by the following deadline dates: Fall Semester - August 30; Spring Semester – January 30; and Summer I/II - May 30 at 5pm.

**VI. PROCEDURES:**

- A. Applicants shall pick up, fill out and return completed scholarship application packet to the Chapter Administration Office before deadline dates before 5pm.
- B. Applicants shall pick up, fill out and return completed enrichment application packet to the Chapter Administration Office upon completion.
- C. The Chapter Administration shall review the application and immediately notify the student, parent(s), and/or legal guardian of any missing documents utilizing the Checklist at the time of submittal.
- D. The Account Maintenance Specialist shall log-in and stamp all completed application packets received
- E. Completed application packet shall be forwarded to the Community Services Coordinator for consideration.
- F. Applicants shall be notified in writing about whether he/she is denied or approved for scholarship and/or enrichment funding.

**VII. APPEAL PROCEDURES:**

If an applicant is denied the following steps shall be followed:

1. Applicant must file a written request for the appeal hearing with the Community Services Coordinator within ten (10) working days after receipt of the adverse action letter.
2. The Community Services Coordinator shall schedule an Administrative Hearing with the applicant within five (5) working days after receipt of the written request to attempt resolution.
3. If the applicant is not satisfied with the outcome of the Administrative Meeting, he/she must request within five (5) working days after conclusion of the Administrative Meeting in writing a grievance hearing with the hearing officers, which shall consist of the Chapter President, Vice President, Secretary/Treasurer.
4. A grievance hearing shall be held within ten (10) working days after receipt of the request. The written decision rendered by the Chapter Hearing Officers shall be final.

**VIII. AMENDMENTS:**

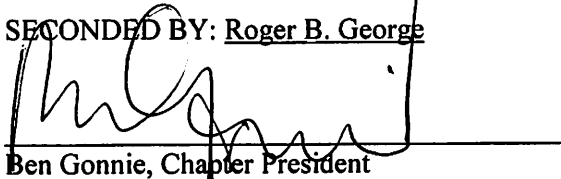
The Low Mountain Chapter shall strictly abide and comply with set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter Scholarship Program. The process to amend the Policy and Procedure shall be recommended in writing by any registered community members at a duly called chapter planning meeting.

**C-E-R-T-I-F-I-C-A-T-I-O-N**

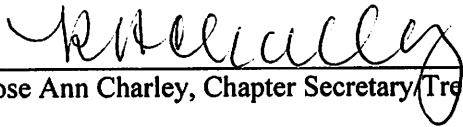
We, hereby certify that the foregoing Chapter Scholarship Program Policies and Procedures and duly considered at a duly called Low Mountain Chapter Meeting in Low Mountain, Arizona, Navajo Nation, at which a quorum was present and that same was passed by a vote of 04 in favor, 00 opposed, and 01 abstained, on this 16<sup>th</sup> day of October, 2020.

MOTIONED BY: Rose Ann Charley

SECONDED BY: Roger B. George

  
Ben Gonnig, Chapter President

  
Roger B. George, Chapter Vice-President

  
Rose Ann Charley, Chapter Secretary/Treasurer