



# Ts'ah Bii Kin Chapter

Geraldine Chee  
President

Chancy Nodestine  
Vice-President

Dellard Curley  
Secretary/Treasurer

Jerry Happy Begay  
Grazing Official

Herman Daniels  
Council Delegate

## Student Financial Assistance Application Checklist

Legal Name: Last, First, Middle Initial	Census Number:	Date:
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### GENERAL ELIGIBILITY & CHECKLIST

- Applicants, (18) years or older must be a REGISTERED VOTER for least three (3) months with Ts'ah Bii Kin Chapter through Navajo Nation Election Office. Applicants under (17) years or younger will have a parent or guardian who is a registered voting member of Ts'ah bii kin chapter for at least three (3) months.
- College or University Scholarship Assistance Applicant will be enrolled in an accredited college or university.
  - MSA – Middle States Association of Colleges and Schools
  - NCA – North Central Association of Colleges and Schools
  - NEASC – New England Association of Colleges and Schools
  - NACAC – National Association of Colleges and Business Schools
  - WASC – Western Association of Schools and Colleges
  - NACAS – National Architectural Accrediting Board for Schools of Architecture and other highly specialized majors.
- Vocational or Technology Institution Scholarship Assistance Applicants will be enrolled in an accredited vocational or technology institution.
  - Navajo Nation chartered vocational institution

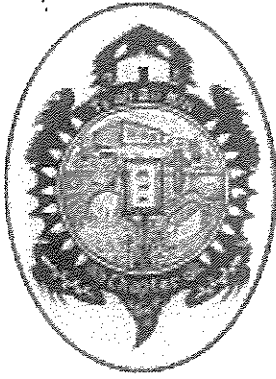
REQUIRED	COMPLETED	ITEMS	DATE RECEIVED:
		1. Assistance Application: Complete with Signature	
X		2. Student Terms and Conditions: Signed by Student	
X		3. Copy of Voter Registration: Student/Parent(if student is 17 and under)	
X		4. Copy of Certificate of Indian Blood/Navajo Tribal ID Card	
X		5. Copy of Government Issue Photo Identification/Tribal ID Card	
X		6. Copy of Social Security Card	
X		7. W-9 Form	
X		8. Transcript:College/High School(if student is College Freshman)	
X		9: Verification of Enrollment on School Letterhead	
X		10. Current Class Schedule for Student	

### APPLICATION STATUS

DATE:	Received By:	APPROVAL	DENIED (GIVE REASON'S)
Date Received:			
Planning Meeting:			
Chapter Meeting:			

### AWARD STATUS

Date Processed:	Resolution:	Award Amount: \$	Check #:	Pick up by:
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## Spring (January to May) Student Financial Assistance Application

### PERSONAL AND FAMILY DATA

Legal Name: Last, First, Middle Initial		Census Number:		Social Security Number:
Permanent Mailing Address: City / State / Zip				Telephone Number:
Permanent Home Address: City / State / Zip				Telephone Number:
Date of Birth	Gender:	Marital Status:	Spouse's Name:	Number of Children:
Are you a Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you a registered voter of this Chapter? <input type="checkbox"/> YES <input type="checkbox"/> NO, Is your parent a Register Voter?		<input type="checkbox"/> YES <input type="checkbox"/> NO	Chapter Affiliation: Ts'ah bii kin
Mother's Name	Address: City / State / Zip			Tribe:
Father's Name	Address: City / State / Zip			Tribe:

### EDUCATION DATA

High School: Name, City, State		Month & Year of Graduation or G.E.D. Certificate:		
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 or University Attending: City / State / Zip		Major:	Type of Degree you are seeking:	
Letter of Verification: <input type="checkbox"/> Yes <input type="checkbox"/> No	Chapter Resolution: <input type="checkbox"/> Yes <input type="checkbox"/> No	How many Credit Hour (s)	Amount of Request ( \$ ):	
Name of College or Univeristy last attended: City / State / Zip			Month / Year:	
Have you received Chapter Scholarship Financial Assistance ? <input type="checkbox"/> YES <input type="checkbox"/> NO    Institution:				
I certify that the information provided is correct to the best of my knowledge:				
Signature:			Date:	

**TS'AH BII KIN CHAPTER STUDENT FINACIAL ASSISTANCE  
AUTHOTIZATION FOR RELEASE INFORMATION**

I. I, \_\_\_\_\_, hereby request the disclosure of information from my record.

II. **This information is to be released from:**

Name of Organization: Navajo Nation Scholarship & Financial Assistance  
Address: P.O. Box 370  
City / State / Zip: Tuba City, Arizona 86045

**And is to be provide to:**

Name of Organization: Ts'ah Bii Kin Chapter Administration  
Address: P.O. Box 1755  
City / State / Zip: Kaibeto, AZ 86053

III. **The Purpose or need for this disclosure is:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. **The Information to be released is from my:**

- Student Folder
- Only information related to:

\_\_\_\_\_  
\_\_\_\_\_

- Only the periods or events from:

\_\_\_\_\_  
\_\_\_\_\_

V. I understand that I may revoke this authorization in writing at any time, except to the extent that action has been taken in reliance on this authorization. If this authorization has not been revoked, it will terminate one year from date of my signature.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**TS'AH BII KIN CHAPTER STUDENT FINACIAL ASSISTANCE  
AUTHOTIZATION FOR RELEASE INFORMATION**

I. I, \_\_\_\_\_, hereby request the disclosure of information from my record.

II. **This information is to be released from:**

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_

**And is to be provide to:**

Name of Organization: Ts'ah Bii Kin Chapter Admin. & Planning Advisory Board Members  
Address: P.O. Box 1755  
City / State / Zip: Kaibeto, AZ 86053

III. **The Purpose or need for this disclosure is:**

Chapter Student Financial Assistance  
\_\_\_\_\_  
\_\_\_\_\_

IV. **The Information to be released is from my:**

- Student Folder
- Only information related to:  
\_\_\_\_\_  
\_\_\_\_\_
- Only the periods or events from:  
\_\_\_\_\_  
\_\_\_\_\_

V. I understand that I may revoke this authorization in writing at any time, except to the extent that action has been taken in reliance on this authorization. If this authorization has not been revoked, it will terminate one year from date of my signature.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**TS'AH BII KIN CHAPTER  
STUDENT FINANCIAL ASSISTANCE  
TERMS AND CONDITIONS  
STUDENT AGREEMENT**

**Applicant shall submit the following documents to determine eligibility:**

1. A complete Ts'ah Bii Kin Chapter Student Financial Assistance application.
2. A copy of your Certificate of Indian Blood from respective agency.
3. A copy of the Letter of Verification into the degree program with credit hours.
4. Official transcript from all colleges previously attended or high school.
5. A copy of official course registration/schedule for term applying for.
6. A copy of Voter Registration Card.
7. Photo Identification.
8. Letter of Recommendation from Counselor, if applicant is a high schooler.

This agreement is entered into for the academic year. The student is entered into an agreement, by and between the Ts'ah Bii Kin Chapter Scholarship Financial Assistance herein after referred to as TBK-SFA, and student applicant herein after to as "Undergraduate Recipient".

**I, as the Undergraduate Recipient, agree to:**

1. Attend the institution as stated on the award letter and take the approved required course(s) as recipient of the program;
2. Earn a "C" grade or better (2.0 G.P.A) in each course;
3. Be subjected to repayment if;
  - a. I receive a "D", "F" or "I" on the official transcript grade in any course(s) funded by Ts'ah Bii Kin Chapter Student Financial Assistance.
  - b. I am officially/unofficially withdraw from course(s) funded;
  - c. I take repeated course(s).
4. Submit an official grade point report or transcript to Ts'ah Bii Kin Chapter no later than thirty (30) days after the completion of the academic term for continued eligibility.
5. Inform Ts'ah Bii Kin Chapter of any changes in my academic status as a student in the institution.

**I, as the Graduate Recipient, agree to:**

1. Attend the institution as stated on the award letter and take the approved required course(s) as recipient of the program;
2. Earn a "C" grade or better (2.0 G.P.A.) in each course;
3. Be subjected to repayment if;
  - a. I receive a "D", "F" or "I" on the official transcript grade in any course(s) funded by Ts'ah Bii Kin Chapter Student Financial Assistance.
  - b. I am officially/unofficially withdraw from course(s) funded;
  - c. I take repeated course(s).
4. Submit an official grade point report or transcript to Ts'ah Bii Kin Chapter no later than thirty (30) days after the completion of the academic term for continued eligibility.
5. Inform Ts'ah Bii Kin Chapter of any changes in my academic status as a student in the institution.

If this application is approved, I shall accept and abide by the terms and conditions as stated above. I will be bound by the responsibilities and consequences thereof given permission to Ts'ah Bii Kin Chapter Scholarship Financial Assistance to receive my transcripts and financial information.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Ts'ah Bii Kin Chapter

## Student Financial Assistance Policies

### I. INTRODUCTION:

The Ts'ah Bii Kin Chapter receives two types of educational funding: Navajo Nation General Funds and Fiduciary Funds; and the Chapter previous Fiscal Year's Carry-over Funds.

The Ts'ah Bii Kin Chapter, pursuant to 26 N.N.C., § 101 (a), is required to adopt and operate under a Five Management System to ensure accountability. The Chapter will develop policies and procedures consistent with Navajo Nation Laws.

### II. PURPOSE:

The Ts'ah Bii Kin Chapter Student Financial Assistance Policies provides control and guidance to the Ts'ah Bii Kin Chapter Administration in administering Student Financial Assistance Funds. The Navajo Nation appropriates these funds to assist eligible Navajo Students who are pursuing a degree in higher education or vocational training programs.

The Student Financial Assistance Policies is designed to assist and support the Chapter Administration and Officials to define and deal with Chapter Student Financial Assistance issues and to ensure that decisions are in accordance with the Chapter's plans and goals.

### III. ELIGIBILITY REQUIREMENTS FOR APPLICANTS:

- A. Must be a registered voter of Ts'ah Bii Kin Chapter with Navajo Nation Elections Administration 3 months prior to assistance. If an applicant is under 18 years old, a parent's voter registration with Ts'ah Bii Kin Chapter shall be used.
- B. Student must be a High School graduate from an accredited high school or have a GED.
- C. Must not be on a withdrawal status from previous semester nor have a repeat class.
- D. Must maintain a grade point average of 2.50 and above for eligibility. If the applicant is a continuing student, he/she must provide evidence of making

satisfactory academic progress with a grade point average 2.50 or above; not high school transcript.

E. Must be enrolled as a full-time student carrying 12 credits hour or more and a part-time student carrying 4 credit hours or more. Vocational students must be enrolled with a school that is nationally recognized by an accrediting organization, official verification from school shall be requested. The applicant must be attending an accredited college or vocational institution.

**F. Student and their parents will be required to attend at least four (4) regular Chapter meetings out of the year, further student will be required to bring themselves and four (4) registered voters for approval of their assistance.**

G. Student will submit their transcript at the completion of their semester.

H. You must leave with the Chapter administration a working phone or cellular number with voicemail in cases where we need to contact you regarding your financial assistance application.

#### **IV. REQUIRED DOCUMENTS TO BE SUBMITTED BY APPLICANT:**

It shall be the responsibility of the applicant to complete and submit the following required documents, any documents received by mail, fax, or email will be sent back to the sender if application is incomplete:

A. A complete Ts'ah Bii Kin Chapter Student Financial Assistance Application

B. Student Consent to Release Information.

C. Terms & Conditions Student Agreement

D. Authorization of release of payment.

E. A copy of the letter of admissions/verification of enrollment from the institution attending for every semester.

F. A copy of the Navajo Nation Elections Voter's Registration or a verification of an updated voter registration from the administrative staff.

G. A copy of Social Security Card.

H. A copy of Certificate of Indian Blood (CIB).

- I. A copy of Photo Identification
- J. An official transcript or an e SCRIP-SAFE, a global electronic official academic transcript from the previous semester for continuing students.
- K. A current class schedule.
- L. A typed written statement for financial assistance request.

**NOTE: Submission or acceptance of Student Financial Assistance application does not indicate approval nor does it mean that funds will be released.**

**V. EXPENDITURE POLICIES:**

- A. Upon community approval and once resolution is received the Chapter Administration will have ten (10) days to process payment to the student.
- B. Basis for financial assistance for each applicant:
  - i. Full-time student carrying 12 credit hours or more shall be assisted with \$600.00.
  - ii. Part-time student carrying 11 credit hours or less shall be assisted with \$400.00.
  - iii. Technical/Vocational Training shall be assisted with \$400.00.
- C. Applicant shall be limited to one (1) financial assistance per fiscal year.
- D. Applicant, after submitting all necessary documents, shall be considered only if funds are available.
- E. Any verified false information or misuse of Chapter Student Financial Assistance shall result in two (2) fiscal years automatic suspensions.
- F. Application for General Equivalence Diploma (GED) program shall be qualified only if applicant is attending a secondary vocational institution or college
- G. All approved Chapter Student Financial Assistance shall be made payable to the Student.

**VI. PROCEDURES:**

- A. Interested applicant shall pick up an application packet for the Chapter Student Financial Assistance from the Chapter or Download application from the Chapter



website for the initial review and processing.

- B. All Applications shall be accepted before the last Friday of every month by 5:00 p.m. for it to go before the planning then on to the Regular Chapter Meeting of the following Month. If you submit your application after this day, your application will be referred to the Next month's planning and chapter meeting. Remember that it is your responsibility as the requesting student to communicate with the Chapter Administration regarding your application for assistance. The Administration shall not be held responsible for any applications turned in after the cut of time and date.
- C. Each year the following deadline shall be complied with:
  - i. Fall Semester-First Friday in October
  - ii. Spring Semester First Friday in January
  - iii. Summer Sessions One and Two- First Friday in May
- D. Accounts Maintenance Specialist shall review the application and all required documents for completeness. Accounts Maintenance Specialist will also make sure there is sufficient amount of funds available.
- E. Upon review and selection of applicants/recipients by the Chapter Administration, the applications shall be forwarded to the next duly called chapter meeting for approval with chapter resolution.
- F. The Chapter administration shall notify the applicant in writing, by email, or by phone of the outcome of their Chapter Student Financial Assistance application within two (2) days of receipt.
- G. The Accounts Maintenance Specialist shall make sure all necessary documents including the copy of the check are filed in accordance with the Chapter's Five Management System.

## **VII. APPEAL PROCEDURES:**

- A. If an applicant is not satisfied with the decision made on his/her application the following steps shall be adhered to:
  - i. The applicant shall file a written request for a meeting with the Community Services Coordinator to discuss and resolve the denial of his/her request for assistance. The request for appeal shall be filed within 10 working days after receiving the denial letter.
  - ii. If the applicant is not satisfied with the outcome of the informal hearing, he/she may request within 5 working days an administrative hearing with the Hearing Officers in writing to request a Grievance Hearing. The

Hearing Officers shall comprise of the three Chapter Officials: Chapter President, Chapter Vice President, and Chapter Secretary/Treasurer to render a final decision. The decision of the Hearing Officers shall be final.

**VIII. AMENDMENTS:**

The Ts'ah Bii Kin Chapter Administration may recommend to amend this Plan of Operation from time to time as needed and shall seek community membership approval at a duly called Regular Chapter Meeting.