

**Rock Point Chapter**

**Educational Financial Assistance**

**Plan Of Operation**

**Final Draft**

## **Section 1. Establishment**

There is hereby established the Rock Point Chapter Scholarship Assistance.

## **Section 2. Purpose**

The purpose of the Rock Point Chapter Educational Financial Assistance is to assist and support the community members of the Rock Point Chapter who want to pursue or return to post secondary education and assist in obtaining financial assistance with educational Financial Assistance funds to defray necessary expenses while attending a college, university, vocational, or technical institution.

## **Section 3. Eligibility Requirements**

- A. Applicant must be admitted to a post secondary institution.
- B. Applicant must be pursuing an Associates Degree in any field, or higher, or a vocational/technical training.
- C. Applicant with low income, Armed Veteran and a number of family members in post secondary education shall be considered a priority.
- D. Applicant accepted to first year college/institution will be considered a priority.
- E. Applicant must not be awarded consecutively.
- F. Only one applicant per household family per fiscal year
- G. Applicant must be a registered voter of the Navajo Nation from the Rock Point Chapter.
  - a. If applicant is under 18, both parents must be registered voters of Rock Point Chapter- Navajo Nation.
  - b. Should the parent be a registered voter of another Chapter, the applicant shall receive only half of the disbursement.
- H. Applicant will be ineligible on the following:
  - a. Withdrawal from one or more classes from previous semester
  - b. Has more than two failing grades within one semester
  - c. Has given false statements/documents to the chapter

- d. Failure to provide all required documents.
- e. Has a cumulative grade point average of 2.0 or below.

#### **Section 4. Required Documents**

- A. Chapter Scholarship Application
  - a. Black ink or typed application will be accepted
  - b. All questions shall be answered
- B. Copy of Navajo Nation Voter Registration Card or Chapter Coordinator will verify with Election Office or Verification Letter will be attached.
- C. Applicant has to be registered with the Chapter for 3 months prior to getting awarded.
- D. Copy of Social Security Card
- E. Copy of Certificate of Indian Blood
- F. Personal Statement (Describe educational and career goals and state how you will use the scholarship)
- G. Copy of Class schedule
- H. Official Transcript
- I. Letter of Admission and or Verification of Enrollment.
- J. Fall Semester Application Deadline Sept. 4, 2019; Spring Semester Deadline Feb. 6, 2019; and Summer Sessions Deadline June 5, 2019.

#### **Section 5. Disbursement**

- A. Depending on the allocation of funds, number of awards every four months will depend on the Chapter Administration
  - a. Example: Chapter was funded \$9,000.00 for FY 'XXXX. 10 will be awarded from January to April 10, 10 will be awarded from May to August and 10 more will be awarded from September to December.
- B. Once applicant has been approved, applicant will be called to arrange picking up the check.
- C. If awarded, and applicant cannot pick up check, a letter of authorization will be needed for someone to pick up the check.
- D. Applicant carrying 12 credits or more shall be eligible for \$600.00.

- E. Applicant carrying 3 to 9 credit hours shall be eligible for \$400.00.

### **Section 6. Appeals**

- A. If an applicant is denied a scholarship, applicant will submit an appeal letter to the Administration within five working days upon receipt of notification.
- B. Appeal letter will be discussed with the Chapter Elected Officials and Chapter Coordinator.
- C. Final decision based on the Plan of Operation will be made and applicant shall be informed within five working days of receiving the appeal letter.

### **Section 7. Voting**

If applicant is purged from the voter registration listing, applicant will not be awarded for one year.

### **Section 8. Amendments**

The Rock Point Chapter Scholarship Financial Assistance shall be amended from time to time by the Chapter membership at a duly called chapter meeting with a majority vote upon the recommendation by the chapter administration and chapter officials.