

**LUKACHUKAI CHAPTER
FINANCIAL SCHOLARSHIP PROGRAM
POLICIES AND PROCEDURES**

I. PURPOSE

The purpose of these policies and procedures is to provide guidance to the Lukachukai Chapter in administering scholarship funds. The Navajo Nation appropriates these funds to assist eligible Navajo Students who are pursuing post secondary education degrees; associate, bachelor, master and doctoral degrees, or post-secondary vocational programs and certificates.

II. DEFINITION

- A. "Chapter Administration" means the employee of the Chapter that includes, but not limited to the Community Services Coordinator (CSC) and Accounts Maintenance Specialist (AMS).
- B. "Community Services Coordinator" means a Chapter employee who performs the duties prescribed in 26 N.N.C. 1004 (B), 1004 (C) and 2003 (B) and includes those employees referred as Chapter Manager.

III. ELIGIBILITY CRITERIA

The following are the Eligibility Criteria for the Lukachukai Chapter's Financial Scholarship Program. Each fiscal year the Lukachukai Chapter receives an amount of funds for scholarship allocation from the Navajo Nation to be distributed to deserving Navajo students that are pursuing a degree at a post secondary education institution.

The eligibility criteria for the Lukachukai Chapter's Financial Scholarship Program are as follows:

- A. Student shall be a registered voter of Lukachukai Chapter. If under 18 yrs. the parent must be an enrolled member of the Lukachukai Chapter. A student is eligible to receive scholarship from only one chapter; if parents are registered with separate chapters.
- B. Student shall be enrolled as a full-time (12 credit hours or more) and/or part-time (3-11 credit hours) student at an accredited college, university, or institution.
- C. Student is eligible to apply for the Chapter Financial Scholarship Program per semester (Fall & Spring) based on the eligibility criteria.

- D. Student shall submit the chapter financial scholarship application to the Chapter Administration for review and approval:
1. All required documents must be submitted with the Chapter Financial Scholarship Application to the Chapter Administration for review, verification, and forward for approval.
 2. Upon completion, the Accounts Maintenance Specialist (AMS) will forward to the Community Services Coordinator (CSC) for further assessment based on the eligibility criteria with the Chapter Secretary/Treasurer or available Chapter Official for review, verification and approval.
 3. Upon approval, the AMS will forward the completed application attached with a Fund Approval Form to prepare the check payable to the Education Institution.
- E. Student shall obtain a cumulative Grade Point Average of 2.5 and be in good standing with his/her institution.
- F. Student shall not have any outstanding balance from previous semester and awarded scholarship funds will not be used to pay prior debt. The financial scholarship will be only for the current semester approved for.
- G. Student requesting for Chapter Scholarship shall be pursuing the following degrees:
1. Associate of Arts Degree
 2. Associate of Science Degree
 3. Associates of Applied Science Degree
 4. Bachelors Degree
 5. Masters Degree
 6. Doctorate Degree
 7. Vocational Certificate

IV. REQUIRED DOCUMENTS

The Lukachukai Chapter shall require the following documents to be submitted in person, by mail, email or fax to the Lukachukai Chapter Coordinator or Accounts Maintenance Specialist, for consideration by the Chapter Administration depending on the availability of funds.

- A. Chapter Financial Scholarship Application
- B. Current Official/Unofficial Transcript / Grade Report
- C. Class Schedule of Current Semester Applying
- D. Copy of Certificate of Indian Blood (CIB), ID or State issued Driver License, and Social Security Card.
- E. NN Voter's Registration with Lukachukai Chapter, if under 18 years of age, will need parent(s) verification of voter's registration with the chapter (This may be verified by the Chapter Administration through request from the NN Election Office).

The documents may be mailed to:

Lukachukai Chapter
P.O. Box 248
Lukachukai, AZ 86507

Faxed to: (928) 787-2332; phone for contact (928) 787-2500; and website: lukachukai@navajochapters.org (to download application).

V. DEADLINES

- A. All applicants shall comply with the following deadlines.
- B. All required documents shall be attached for completion and submitted to the Chapter Administration for assessment and approval.
- C. The deadline to be eligible for the semester applying is as follows:

Fall Semester	September 30th
Spring Semester	January 31 st

VI. DENIAL AND APPEAL

Student is deemed ineligible when qualifying criteria are not met and result in scholarship denial. Refer to the eligibility criteria, section III of this policy and procedure.

- A. If a student should be denied based on an incomplete application, it is the responsibility of the applicant to submit all required documents on or before the deadline date.

VII. AMOUNT AWARDED

Upon the completion of the required Eligibility Criteria and documents submitted by a student, the Chapter Administration will review, assess and approve the financial assistance based on the availability of funds:

- 1. The award will be in a form of a check written to the Educational Institution.
- 2. The amount awarded to eligible students will vary depending on the availability of funds given to the Lukachukai Chapter for Financial Assistance according to the following:

A. Graduate (Master/PHD) Student:	\$500.00/semester
B. Undergraduate:	\$400.00/semester
C. Part-Time: (3-11 Hrs.)	\$200.00/semester
D. Certificate/Vocational:	\$200.00/semester

VIII. AMENDMENTS

The Lukachukai Chapter membership may amend the Lukachukai Chapter Financial Scholarship Program Policies and Procedures from time to time, by the chapter membership at a duly called meeting when it deems necessary.