



# **Lukachukai Chapter**

## **Scholarship Policies & Procedures**

**LUKACHUKAI CHAPTER  
CHAPTER SCHOLARSHIP FUNDS  
POLICIES AND PROCEDURES**

**I. AUTHORITY**

- A. Pursuant to 26 N.N.C., Section 101 (a), the Lukachukai Chapter 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 law.
- B. The Lukachukai Chapter hereby approves and adopts the revised Chapter Scholarship Funds Policies and Procedures, which set forth the administrative procedures for Chapter resources management.
- C. The Lukachukai Chapter hereby approves and adopts the Chapter Scholarship Funds Policies and Procedures by Resolution No. LUK21-51.

**II. PURPOSE**

- A. The purpose of the establishing Chapter Scholarship Funds Policies and Procedures are to provide control and guidance to the Lukachukai Chapter in administrating the funds. The Navajo Nation appropriates these funds to assist eligible students who are pursuing a degree in higher education or vocational training program.
- B. The policies and procedures are designed to assist and support the Chapter Administration and Officials to define and agree with Chapter Scholarship Assistance issues and to ensure that decision(s) are in accordance of the chapter plans and goals.

**III. DEFINITION**

- A. Chapter Administration - the employee of the Chapter that includes, but not limited to the Community Services Coordinator (CSC) and Account Maintenance Specialist (AMS).
- B. Community Service Coordinator - 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.
- C. Student – the applicant requesting for assistant.
- D. Parent – the legal mother and father of applicant.

- E. Guardian – caregiver & provider of a minor by legal documents.
- F. Representative – a designee person by the applicant.

#### **IV. ELIGIBILITY CRITERIA**

The following are the Eligibility Criteria for the Lukachukai Chapter's Scholarship Funds. Each fiscal year the Lukachukai Chapter receives an amount of funds for scholarships 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 Scholarship Funds are:

- A. Student shall be registered voter of Lukachukai Chapter. If under 18 years of age. The parent must be an enrolled member of Lukachukai Chapter. A student is eligible to receive scholarship from only one chapter when, parents are registered with separate chapters.
- B. A newly registered voting member must be registered for more than six (6) months with Lukachukai Chapter.
- C. Student must 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.
- D. Student is eligible to apply for the Chapter Scholarship Funds per Fiscal Year from October 1 – September 3, for Fall, Spring or Summer based on the eligibility criteria.
- E. Student shall submit the Chapter Scholarship Application to the Chapter Administration for review and approval:
  - 1. All required documents must be submitted with the Chapter Scholarship Funds Application to the Chapter Administration for review, verification, and forward for approval.
  - 2. Upon completion, the Account Maintenance Specialist (AMS) will forward to the Community Service 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 directly to the student. Chapter scholarship checks can be picked up by the student, or parent with written authorization from the student.
- F. Student must maintain a cumulative Grade Point Average of 2.00 and be in good standing with his/her, on their transcripts

- G. 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 apply for the current semester approved.
- H. Student requesting the Chapter Scholarship shall be pursuing the following degrees:
1. Associate of Arts Degree
  2. Associate of Science Degree
  3. Associate of Applied Science Degree
  4. Bachelor's Degree
  5. Master's Degree
  6. Doctorate Degree
  7. Vocational Certificate

## V. REQUIRED DOCUMENTS

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

- A. Chapter Scholarship Application
- B. Current Officials Transcript
- 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. Navajo Nation 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 must be verified by the Chapter Administration through request from Navajo Nation Election Office).

The documents are to be mailed, faxed or emailed to:

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

Faxed: (928)787-2332  
 Phone: (928)787-2500  
 Website: [lukachukai@navajochapters.org](mailto:lukachukai@navajochapters.org)  
 (for information and to download application).  
 Email: [lukachukai@navajochapters.org](mailto:lukachukai@navajochapters.org)

## VI. DEADLINES

- A. All applicants must comply with the following deadlines.

- B. All required documents must be attached for completion and submitted to the Chapter Administration for assessment and approval.
- C. The Student must submit all required documents by dead-line. Applications will be accepted during the times identified below.

**FALL SEMESTER**

July 1<sup>st</sup> – September 30<sup>th</sup>

**SPRING SEMESTER**

November 1<sup>st</sup> – January 31<sup>st</sup>

**SUMMER SEMESTER**

April 1<sup>st</sup> – May 31<sup>st</sup>

**VII. DENIAL AND APPEAL**

Students are deemed ineligible when qualifying criteria are not met and result in scholarship denial. Refer to the eligibility criteria, section IV 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.

**VIII. 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 payable to the student. Check can be picked up by student or legal guardian with written authorization from the student.
2. The Chapter Administration shall record and file all documents, in the appropriate Fiscal Year.
3. 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/Ph. D/M.Ed.) Student: \$500.00/semester

B. Undergraduate: \$400.00/semester

C. Part-Time: (3-11 Hrs.) \$200.00/semester

D. Certificate/Vocational: \$200.00/semester

**IX. AMENDMENTS**

The Lukachukai Chapter Scholarship Funds Policies and Procedures will be amended by a majority vote of the Chapter Membership at a duly called Regular Chapter Meeting upon recommendation by the Chapter Planning Meeting.

**X. APPENDICES**

A. Scholarship Check List

B. Chapter Scholarship Application