

MEXICAN SPRINGS CHAPTER
STUDENT FINANCIAL AID (SCHOLARSHIP) POLICY

I. PURPOSE

- A. Student Financial Aid Policy of Mexican Springs Chapter has been developed to govern allocation of chapter student financial aid funds based on community needs, the most effective way to utilize these appropriated funds is by approved resolution number.
- B. Mexican Springs Chapter Student Financial Aid Policy has been developed and certified in accordance with the provisions of Title 26 of the Navajo Nation Code, and the Navajo Nation Local Governance Act. This policy is part of the Mexican Springs Chapter Five Management System.
- C. The policy incorporates by reference to pertinent laws, regulations and policies of the Navajo Nation. Specific references to these laws, regulations and policies are made and cited as necessary.
- D. These administrative policies and procedures have been developed to meet the needs of:
 - 1. Special demographic,
 - 2. Social, cultural,
 - 3. Educational,
 - 4. Employment
 - 5. Training needs for Mexican Springs Community.
- E. Chapter funds are limited, however its intended to provide supplemental funding to eligible voting members seeking higher education assistance.

II. SCOPE

- A. Mexican Springs Chapter Financial Aid Policy will be enforced to all officials, employees, and members of the chapter, including other individuals.
- B. Specific Student Financial Aid policy matters not addressed is reserved to the Mexican Springs Chapter, Officials such matters are govern by existing student financial aid policies and procedures according to the Navajo Nation laws.

III. DEFINITIONS

- A. Part-time student -Is an enrolled individual in higher or college educational institution for 6 to 11 credit hours.
- B. Full-time student - Is an enrolled individual in higher college educational institution for 12 or more credit hours.
- C. Educational institution - Any accredited 2 years or 4 years college or university or any accredited post - vocational training institution.
- D. Chapter membership - Persons registered to vote at the Mexican Springs Chapter for Navajo elections. Persons shall be an enrolled member of the Navajo Nation, unless such requirements are repealed or amended by the Navajo Nation Council's action. No person may be registered to vote and be a member of more than one chapter simultaneously.
- E. Satisfactory progress - Grading scale of 4 = A (or highest level of achievement), Grade Point Average (GPA) of 2.0 or better
- F. Other definitions pertinent to the policy are contained in the Chapter Five Management System or included of the policy document.

IV. STUDENT FINANCIAL AID

- A. The Mexican Springs Chapter Student Financial Aid Policy is composed of the following elements.
 - 1. Availability of Funding
 - 2. Eligibility
 - 3. Responsible person(s)
 - 4. Important deadlines
 - 5. Application Procedures
 - 6. Selection Criteria
 - 7. Awards
 - 8. Reporting and Monitoring
 - 9. Confidentiality of records.

V. AVAILABILITY OF FUNDING

- A. Commitments for student financial aid are based on the availability of fund(s) in the Mexican Springs Chapter budget. Aware notifications fund disbursements will be made on basis of educational institutional schedules.

- B. Funds will be allocated for eligible applicants until all available funds have been exhausted.
- c. Student financial aid will be available on a first come, first serve basis to students who qualify at accredited educational institutions.

VI. ELIGIBILITY

- A. Student financial aid is available to any enrolled registered member of the Mexican Springs Chapter. They must be admitted to an accredited college, university or vocational training program. The student may be part-time (enrolled for 6 - 11 credit hours) or full -time (enrolled for 12 credit hours or more).
- B. Student(s) are eligible for one financial aid award per year. (For example: a student is eligible after a year they are awarded).
- c. Financial aid awards are not made on the basis of individual or parental income level(s).

VII. RESPONSIBLE PERSONS

- A. Students and Parents:
 - 1. It is the student's responsibility to pick up an application at the chapter administration office or online at the chapter's website, and ensure that all pertinent documents are turned in with the application by the deadline specified.
 - 2. Students under 18 years of age must have parental or legal guardian's signature on financial aid application.
 - 3. Students shall attend the chapter planning and regular meeting in order to get approved. If the student is unable to attend, a representation (parent, legal guardian) shall attend the chapter planning and chapter meeting.
- B. Chapter Administration:
 - 1. Ensures student financial aid applications are available to each student online or at the chapter office.

2. Staff will review all applications and ensure that all supporting documents are attached. Before it is given to the Community Service Coordinator.
3. The Community Service Coordinator will review to ensure all documents are attached.
4. The Community Service Coordinator will enforce the student financial aid policy.
5. The Community Service Coordinator will ensure that each student is meeting the eligible criteria in order to be assisted.
6. The Community Service Coordinator is responsible for the day-to-day operations of the student financial aid program.

VIII. IMPORTANT DEADLINES

- A. Academic year financial aid application submission deadlines are as follows, unless an unforeseeable circumstances arises:

♣	FALL Semester	Due: July 30 th
♣	SPRING Semester	Due: December 30 th
♣	SUMMER Semester	Due: April 30 th

IX. APPLICATION PROCEDURES

- A. Initiate enrollment at academic institution of choice, initiate financial aid application process with the Navajo Nation and other available financial aid resources. These activities take time and students should begin enrollment and application activities well in advance of the above stated deadlines.
- B. Pick up financial aid application(s) from the Chapter Administration - or go online at mexicanspringschapter.org
- c. Complete the application and submit all required documents on the check list page by the deadline specified. Late and incomplete applications will not be accepted or considered for approval.

X. SELECTION CRITERIA

- A. Financial Aid application will be approved by the following:
 - 1. If funds are available
 - 2. If the Student meets all eligibility requirements.
 - 3. The application shall be fully completed with all supporting documents.

XI. AWARDS

- A. Students are eligible for one financial aid award based on the number of credit hours enrolled in:
 - 1. Part-time attending an academic institution \$300.00 award.
 - 2. Full-time attending an academic institution \$600.00 award.
- B. Financial aid awards will be paid directly to the student.
- C. The student must maintain satisfactory academic performance a 2.0 GPA or above per semester.

XII. REPORTING AND MONITORING

- A. It is the responsibility of the student to inform the chapter administration if he/she experiences unsatisfactory academic performance.
- B. The Chapter Manager will monitor the student's satisfactory performance by reviewing the transcript of the last semester the student was awarded.

XIII. CONFIDENTIALITY OF RECORDS

- A. All student financial aid records will be maintained in accordance with the privacy and confidentiality provisions of the chapter records management policy and procedures and the conformance with the provisions of the Navajo Nation Privacy Act.

XIV. AMENDMENTS

- A. This policy may be amended at a duly called chapter meeting of the Mexican Springs Chapter.
- B. The chapter manager will inform the chapter officials and community memberships should any amendments needs to be made to the policy through a resolution.

XV. EXHIBITS

A. Student Financial Aid Application

Amended 07.28.16 Csam

Approved: 09-18-16