

PINEDALE CHAPTER SCHOLARSHIP POLICIES & PROCEDURES

These policies and procedures will supersede the TCDC Resolution for the Pinedale Chapter Scholarship

All potential applicants that are requesting scholarship/assistance for educational purposes shall oblige by these policies and procedures. Resolution No. PDC-10-18-207

Before a potential applicant can be eligible for scholarship/assistance, he or she must be on the Chapter Planning and Regular Meeting Agenda with completed and accurate documents.

Applications will not be available until the opening dates listed below. The Chapter will not accept any early applications or faxed applications due to the first-come, first-served basis. The deadline date will be the 15th of the identified months or the date of the Regular Chapter Meeting, which ever comes first.

The deadline date will vary based on Fund Availability for Scholarship.

OPENING DATES:

1. Fall Semester – August 1st
2. Spring Semester – January 1st
3. Summer Semester – June 1st

DEADLINE DATES:

1. Fall Semester – August Chapter Meeting Date or August 15th
2. Spring Semester – January Chapter Meeting Date or January 15th
3. Summer Semester – June Chapter Meeting Date or June 15th

REQUIRED DOCUMENTS:

1. Accurately completed Chapter Scholarship Application
2. Social Security Card
3. Census Number
4. Voter Registration Card
5. Original High School Transcript or College Transcript
6. Class Schedule
7. Original Letter of Acceptance from the school
8. Photo Identification

STUDENT RESPONSIBILITIES:

Before an application is accepted, all essential documents must be present or the application will be considered incomplete and denied.

1. Come to the Chapter to pick up and turn in all essential documents mentioned above in a timely manner.
2. Be present at the Chapter Planning and Regular Meeting as scheduled.
3. Submit an Official transcript at the end of each awarded semester to the Chapter.
4. Maintain a Grade Point Average of 2.0 or C.

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CHAPTER STAFF RESPONSIBILITIES:

It will not be the responsibility of the Chapter Staff to compile documents for the applicants. Also, Chapter Staff is not responsible for the lost or damaged documents.

1. Provide applications upon opening dates.
2. Inform the students of the Chapter Meetings.
3. Safeguard all essential documents and file them according to the Records Management Policies & procedures.
4. Prepare Resolution for each applicant for the upcoming Chapter Meetings.
5. Make periodic and random follow-ups on all scholarship recipients to check on attendance and academic progress.

AWARD AMOUNTS:

The listed award amounts are based on fund availability and based on the semi-annual Navajo Nation Scholarship Budget. If funds are limited, the award amounts will be reduced to benefit more students or the number of students accepted/awarded reduced.

1. Full-time Students are eligible in the amount of \$400.00.
2. Part-time Students are eligible in the amount of \$300.00.

PURPOSE OF SCHOLARSHIP:

1. Assist with educational expenses such as tuition, books, school supplies, or room and board.
2. Assist with graduation expenses such as cap/gown, tassel, etc.

STUDENT OBLIGATIONS:

Upon awarding, the student must meet the following conditions:

1. Utilize the award funds toward educational needs and goals.
2. Submit requested transcripts at the end of each awarded semester.

PROBATION:

Probation will only apply when the student fails to complete the semester as per registration. The Probation period will be a one (1) full school year for any of the following reasons:

1. Withdrawal from Institution.
2. Lack of attendance.
3. GPA below 2.0 or C Grade equivalent
4. Failure to submit an official transcript at the end of the awarded semester.

REPAYMENT:

1. If the Student fails to complete the registered semester awarded, repayment of the awarded amount must be made to the Chapter and probation applied.

The Chapter is always open to hear innovative ideas to improve our community, so please offer your ideas and suggestions.

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