COPPERMINE CHAPTER
SCHOLARSHIP PROGRAM POLICIES AND PROCEDURES

I. **INTRODUCTION:**
The General Fund for scholarship is allocated to Coppermine Chapter at the discretion of the Navajo Nation Council, Funds are disbursed depending on availability of funds to assist eligible college bound students with limited financial assistance.

II. **PURPOSE:**
The Coppermine Chapter Scholarship Program Policy and Procedures is hereby established to regulate and Provide guidance in the implementation and distribution of available Chapter Scholarship Fund to eligible Students to assist with high educational and/or technical field training related expenses only.

III. **ELIGIBLILTIY REQUIREMENT:**
1. Student and parents or legal guardians must be active registered voters of Coppermine Chapter each fiscal year.
2. Student must be currently enrolled as a full-time (minimum of 12 credits or four classes) or part-time (4 credits to 11 credits or two to three classes)
3. Students must maintain enrollment statue throughout the semester.
4. Student must maintain an academic requirement of 2.5 or higher grade point average.
5. Student shall only be allowed two (2) assistance during each fiscal year.
6. Student must not have been assisted from other Chapters during the academic year.

IV. **DOCUMENTS REQUIREMENTS:**
1. Coppermine Chapter Scholarship Program application.
2. A copy of Letter of Admission from College, University of Training Institution's Admission Department.
3. Current enrollment verification from the Institution for continuing students.
4. A copy or verification of Coppermine Chapter Voter Registration.
5. A copy of Certificate of Indian Blood (CIB), Social Security Card and current Photo ID Card.
6. Complete Authorization for Release of Information Form.
7. Official High School Transcript/GED score for first time applicants.
8. A sealed Official College Transcript of the most recent college for continuing students.

V. **POLICIES;**
A. The Scholarship Funds for a full-time and part-time College, University or Vocational Training students shall be awarded in accordance to the fiscal year chapter approved budget.
B. A student and parents or legal guardian must be registered with the Coppermine Chapter six (6) months prior to the application deadlines date.
C. Incomplete application packets shall not be accepted.
D. Faxed, email or emailed application packets shall be accepted.
E. All original documents shall be submitted by the following deadlines dates. Fall/Winter Semester-Last Friday in August. Spring Semester-Second Friday in January, Summer Semester-Last Friday of May at 5pm.

VI. **PROCEDURES;**
A. Applicants shall pick up, fill out and return completed scholarship application packet to the Chapter Administration Office before deadlines dates before 5pm.
B. Applicants shall pick up, fill out and return completed enrichment application packet to the Chapter Administration Office upon completion.
C. The Chapter Administration shall review the application and immediately notify the student, parent(s), and/or legal guardian of any missing documents utilizing the Checklist at the time of submittal.
D. The Account Maintenance Specialist shall log-in and stamp all completed applications packets received.
E. Completed application packet shall be forwarded to the Community Service Coordinator for consideration.
E. Applicants shall be notified in writing, emailed, or phone called about whether he/she is denied or approved for scholarship and/or enrichment funding for full-time $500.00 and part-time $250.00 be awarded.

VII. **AMENDMENTS;**
The Coppermine Chapter shall strictly abide and comply with set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter Scholarship Program. The process to amend the Policy And Procedures shall be recommended in writing by any registered community members at a duly call Chapter Planning meeting.