

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. **ELIGIBILITY 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 status 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.



COPPERMINE CHAPTER CHAPTER ASSISTANCE APPLICATION FORM

*Applicant's are required to fill out a new application form for each assistance
Incomplete application forms will NOT be accepted*

*** MUST BE A REGISTERED VOTER WITH COPPERMINE CHAPTER IN ORDER TO RECEIVE ASSISTANCE**

Name of Applicant _____ Date _____
 Address _____ City _____ State _____
 Social Security # _____ Census # _____

Please submit the following:

Certificate of Indian Blood ☐ Photo ID ☐ Voter Registration Card ☐

TYPE OF ASSISTANCE REQUESTED

Chapter Scholarship ☐	Hay ☐	Facility Usage ☐ *\$50.00 fee + NN tax
Funeral ☐	Fuel ☐	Firewood ☐
Medical ☐	Water ☐	Veteran ☐
Utilities ☐	Emergency ☐	Housing Materials ☐
Student Enrichment ☐	Solar Panels ☐	Clearances: Arch. & Environmental ☐
Public Employment Project ☐	Weatherization ☐	
Other: ☐ <u>Explain</u>		

INCOME VERIFICATION OF HOUSING UNIT

Name of each household member, including self	Age	Relationship to self	Monthly Income	Source of Income
		<i>self</i>		

Signature of Recipient _____ Date _____

FOR OFFICE STAFF ONLY

Date of Acceptance _____ Accepted By _____
 Approved ☐ Denied ☐ Fee Waived Approved Yes / No
 Comments _____

Resolution Number	Date	Amount Awarded	Check Number	Initial



COPPERMINE CHAPTER SCHOLARSHIP ASSISTANCE PACKET

*Applicant's are required to fill out a new application form for each assistance

*Incomplete application forms will **NOT** be accepted

REQUIRED DOCUMENTS TO BE SUBMITTED WITH APPLICATION

*** THE COPPERMINE CHAPTER ADMINISTRATION WILL NOT MAKE COPIES FROM PREVIOUS APPLICATIONS UNDER ANY CIRCUMSTANCES**

Checklist

- 1 ☐ Complete Student Financial Assistance Application
Must be completed by **Applicant/Student*
- 2 ☐ Complete Authorization for Release of Information Form
- 3 ☐ Complete Coppermine Chapter Financial Assistance Application
- 4 ☐ Copy of Coppermine Chapter Voter Registration card or receipt
**Must be a registered voter of Coppermine Chapter for six (6) months before applying*
- 5 ☐ Copy of current Photo ID/ Social Security Card
- 6 ☐ Copy of Certificate of Indian Blood
- 7 ☐ Official High School Transcript/GED score for first time applicants
- 8 ☐ Official/Original Certification of Enrollment/Letter of Admission
Student must be accepted from an **accredited college or university*
- 9 ☐ Sealed (Original) College Transcript
**Returning students-updated transcript from previous semester*
- 10 ☐ Class Schedule/List of Semester Enrolled

REQUIREMENTS TO BE MET BY APPLICANT

Initial

- * Presentation at Coppermine Chapter Planning/Report and/or Regular Chapter Meeting
- * I have read and understand the Coppermine Chapter Student Financial Assistance Policy and Procedures
- * Maintain at least a 2.50 minimum grade point average or higher
- * Submit all documents by the deadline

DEADLINE FOR APPLICATION TO BE SUBMITTED

Fall / Winter Semester / Quarter	Last Friday in August
Spring Semester / Quarter	Second Friday in January
<i>*During this time, the Chapter has tax obligations to fulfill. PLEASE submit applications on time</i>	
Summer Session	Last Friday in May

FOR OFFICE USE ONLY

Name of Applicant: _____

Fiscal Year: _____

Date Received: _____

By: _____

Resolution Number	Date	Semester Award	Amount Award	Check No.	Initial



COPPERMINE CHAPTER

Student Financial Assistance Application- Scholarship

* MUST BE A REGISTERED VOTER WITH COPPERMINE
CHAPTER IN ORDER TO APPLY

* IF UNDER THE AGE OF 18, THEN PARENTS/GUARDIAN
HAVE TO BE REGISTERED VOTERS

TERMS APPLYING FOR:	
20 _____	Fall/Winter Semester/Quarter
20 _____	Spring Semester/Quarter
20 _____	Summer Session

STUDENT INFORMATION

Legal Name: (Last, first, middle)		Date		Telephone/ Cell Phone Number	
Social Security #	Census #	Date of Birth	Gender	Marital Status	
Email Address		Spouse's Name			No. of Children
Current Mailing Address: City/State/Zip				Are you a Veteran? Yes ☐ No ☐	
Permanent Mailing Address: City/State/Zip				Military Service Branch & Year Served	
Mother's/ Guardian's Name	Current Mailing Address: City/ State/ Zip			Chapter Affiliation	
Father's/ Guardian's Name	Current Mailing Address: City/ State/ Zip			Chapter Affiliation	

EDUCATION

High School	City	State	Month & Year of Graduation or GED Certificate:	
College/University	City	State	Major	Type of Degree Sought
Expected Graduation Date	College Classification Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐			Graduate ☐ Post Graduate ☐
Have you ever been assisted from Coppermine Chapter Scholarship Financial Assistance Program? No ☐ Yes ☐ When? _____ Amount Received _____				
Have you ever been assisted from another Chapter, Navajo Nation, other entities for Scholarship Financial Assistance Program? No ☐ Yes ☐ When? _____ Amount Received _____				
Name of Financial Advisor or Scholarship Provider			Phone Number	

I certify that the above information is correct to the best of my knowledge.

Student Signature: _____

Date: _____

Print Name : _____

COPPERMINE CHAPTER

STUDENT FINANCIAL ASSISTANCE FOR APPLICATION- SCHOLARSHIP AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ HEREBY, AUTHORIZE THE COPPERMINE CHAPTER
TO VERIFY THE INFORMATION GIVEN BY ME ON THE CHAPTER SCHOLARSHIP
APPLICATION. AND GIVE MY CONSENT FOR COPPERMINE CHAPTER TO RELEASE ALL
INFORMATION GIVEN BY ME, TO THE NAVAJO NATION SCHOLARSHIP OFFICE IN
WINDOW ROCK, ARIZONA. FURTHER, I, HEREBY, RELEASE ALL PERSONS
ORGANIZATIONS FROM LIABILITY FOR PROVIDING LEGALLY-RELEVANT INFORMATION
IN CONNECTION WITH MY CHAPTER SCHOLARSHIP APPLICATION.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____