

Application

No: \_\_\_\_\_

Name : \_\_\_\_\_

DATE: \_\_\_\_\_

### TSAYATOH CHAPTER

### SCHOLARSHIP RECIPIENT COVER SHEET

- \_\_\_\_\_ CURRENT SCHOLARSHIP APPLICATION
- \_\_\_\_\_ LETTER OF ACCEPTANCE (**FOR CURRENT SEMESTER**)
- \_\_\_\_\_ VERIFICATION OF VOTER REGISTRATION (If 18 you must be registered.)
- \_\_\_\_\_ CIB/SS CARD/PHOTO ID
- \_\_\_\_\_ REGISTRATION FORM/CLASS SCHEDULE
- \_\_\_\_\_ OFFICIAL TRANSCRIPT

**DOCUMENTS CHECKED BY:** \_\_\_\_\_

IF COMPLETED, THE APPLICATION AND DOCUMENTATIONS WILL BE PRESENTED TO THE CHAPTER OFFICIALS FOR APPROVAL AT THE DULY CALLED CHAPTER MEETING.

APPROVED

DISAPPROVED

\_\_\_\_\_  
Chapter Manager Signature

### COMPLETED APPLICATION

- \_\_\_\_\_ RESOLUTION ATTACHED
- \_\_\_\_\_ CHECK FOR SIGNATURES
- \_\_\_\_\_ COPY OF CHECK

\_\_\_\_\_  
Office Specialist

### COMMENTS

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**Tsayatoh Chapter**  
 Scholarship Application  
 Post Office Box 86  
 Mentmore, NM 87319  
 Phone No. (505)905-2649  
 Fax No. (505)905-0537

<b>Term(s) Applying For:</b>	
20__	Fall Semester
20__	Spring Semester

Date: \_\_\_\_\_

**PERSONAL INFORMATION**

SSN:		Census No.:	Legal Name: (Last Name, First, Middle Initial)	
Current Mailing Address: City/State/Zip Code				Telephone Number:
Physical Address:				Email Address:
Date of Birth	Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>	Marital Status:		Number of Children:
Are you a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you a registered voter of Tsayatoh Chapter? Must provide proof of voter registration. Yes <input type="checkbox"/> No <input type="checkbox"/>		
Mother's Name	Chapter Affiliation:	Address: City/State/Zip		Tribe:
Father's Name	Chapter Affiliation:	Address: City/State/Zip		Tribe:

**EDUCATIONAL INFORMATION**

High School: Name/City/State			Month & Year of Graduation or GED Certificate:	
College Classification: Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Post-Graduate <input type="checkbox"/>		College/University Financial Aid Office: Name/Address/City/State/Zipcode		
Major:		Type of Degree Seeking:		
Letter of Acceptance? yes <input type="checkbox"/> no <input type="checkbox"/>		Chapter Resolution? yes <input type="checkbox"/> no <input type="checkbox"/>		Student Financial Assistance Policy and Procedure limits one per household. (see pg. 5)
Name of College or University Last Attended:			Month & Year:	
<b>* Please submit your last transcript that you were funded for:</b>				
Have you received Chapter Scholarship before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when? _____				

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>(For office use only)</b>	
Check Off List for Completion:	<input type="checkbox"/> Current Scholarship Application <input type="checkbox"/> Signed Policies & Procedures Memo <input type="checkbox"/> Letter of Admission <input type="checkbox"/> Social Security Card <input type="checkbox"/> Verification of Voter Registration <input type="checkbox"/> Census Number (CIB) <input type="checkbox"/> Registration Form/Class Schedule <input type="checkbox"/> Photo Identification
DOCUMENT CHECKED BY: _____	



Council Delegate, Lester Yazzie  
 President, Ellen Young Thomas  
 Vice President, Robert Yazzie  
 Secretary/Treasurer, Lucy Antone  
 Land Board, VACANT  
 Community Service Coordinator, VACANT  
 Account Maintenance Specialist, Brenda Chicharello

**TSAYATOH CHAPTER**

P.O. Box 86  
 Mentmore, NM 87319  
 Phone: (505) 905-2649  
 Fax: (505) 905-0537  
 Email: [tsayatoh@navajochapters.org](mailto:tsayatoh@navajochapters.org)  
 Website: [tsayatoh.nndes.org](http://tsayatoh.nndes.org)

**MEMORANDUM**

**TO:** All Chapter Scholarship Recipients

**FROM:** Tsayatoh Chapter

**SUBJECT:** Understanding of Obligation of the Scholarship Awards and Chapter Scholarship Policies and Procedures

I, \_\_\_\_\_, have read and understand the Chapter Scholarship Policies and Procedures.

I, \_\_\_\_\_, understand that upon my award of the Chapter Scholarship, I am obligated to utilize the funds for my educational expenses as specified in the Chapter Scholarship Policies and Procedures. I also understand that as specified in the Chapter Scholarship Policies and Procedures that I will be obligated to repay the awarded funds if I misuse the funds or if I withdraw from school unofficially and without notification to the Tsayatoh Chapter.

**SIGNATURE:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

ELLEN YOUNG THOMAS  
 Chapter President

ROBERT YAZZIE  
 Chapter Vice President

LUCY ANTONE  
 Secretary/Treasurer

VACANT  
 Land Board

JAY CHEE  
 Community Service Coordinator

BRENDA CHICHARELLO  
 Accounts Maintenance Specialist

**MISSION STATEMENT  
&  
POLICIES AND PROCEDURES FOR  
THE CHAPTER SCHOLARSHIP**

**MISSION STATEMENT**

The mission of the Tsayatoh Chapter is to provide assistance in form of scholarships to the community youth and members for their educational needs and goals utilizing the Navajo Nation Budgeted Scholarship Funds.

**PURPOSE OF SCHOLARSHIP**

Assist with educational expenses such as tuition, books, room and board.

**GOALS**

The goal of the Tsayatoh Chapter is to pave a path and provide an opportunity for all community youth and members to embrace and enrich their educational horizons and paradigms by pursuing a higher education.

**OBJECTIVES**

The major objective of the Tsayatoh Chapter is to encourage the community youth and members to obtain a degree in respective field of study and obtain employment within the Navajo Reservation to enrich every aspect of the community and the Navajo Nation.

**COMMITMENT**

The Tsayatoh Chapter is pledging a sincere commitment to provide information regarding scholarship assistance, employment, and making the initial investments in the youth to build a strong foundation for the leadership of the Community and the Navajo Nation.

**POLICIES AND PROCEDURES FOR THE CHAPTER SCHOLARSHIP**

1. All potential applicants that are requesting scholarship/assistance for educational purposes shall oblige by this polices and procedures.  
(Resolution # \_\_\_\_\_).
2. 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.
3. 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 serve basis.

**OPENING DATES:**

1. Fall Semester – July 1<sup>st</sup>
2. Spring Semester – December 1<sup>st</sup>

**DEADLINE DATES:**

1. Fall Semester – Last Friday of July.
2. Spring Semester – Last Friday of December.

**ELIGIBILITY:**

1. Student must be a registered with Tsayatoh Chapter for six (6) months, or if under 18 years old, a parent must be a registered voter for six (6) months prior to applying.
  - a. When the student turns 18, they have 10 days to register to vote and be eligible to apply without waiting six (6) months.
2. Must be enrolled **full time** in an accredited college, university, vocational institution, or technical school.
3. Must be a member of the Navajo Nation with a census number.

**REQUIRED DOCUMENTS:**

1. Accurately completed Chapter Scholarship Application.
2. Social Security card
3. Census Number (CIB)
4. Chapter Voter Registration
5. Original High School Transcript or College Transcript  
(**Note: If transcript is submitted online through the accredited college/university it needs to be in by the scholarship application deadline.**)
6. Class Schedule
7. Letter of Acceptance from the college/university (**Note: For current semester.**)
8. Photo Identification

**STUDENT RESPONSIBILITIES:**

Before any 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.  
(**Note: If unable to attend meeting you must submit a letter of interest or have representative attend on the student's behalf**)
3. Submit an official transcript at the end of each awarded semester in the Chapter.
4. Maintain a Grade Point Average of 2.0 or C.
5. Students are responsible to submit completed scholarship application on or before the deadline. No Exceptions.

**CHAPTER STAFF RESPONSIBILITIES:**

The Chapter Staff Will:

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 Polices & Procedures.
4. Prepare Resolution for each applicant for the upcoming Chapter Meetings.

**AWARD AMOUNTS:**

The listed award amounts are based on fund availability and based on the semi-annual Chapter Scholarship Budget.

<b>College Classification:</b>	<b>Award Amounts:</b>
Full Time Enrollment	\$600.00
Part Time Enrollment	\$300.00

**Note:** If funds are limited, the award amounts will be reduced to benefit more students or the number of students accepted/awarded.

**PROCESSING**

1. Application packets received prior to the deadline are time stamped and processed by the Account Maintenance Specialist.
2. Complete applications are submitted to the Community Services Coordinator for final review.
3. Community Services Coordinator shall refer completed applications to the Chapter Planning Meeting Agenda for presentation. Chapter Officials will add the applicants name to the Regular Chapter Meeting agenda for approval.
4. If the student cannot make it to the meeting, they can be represented by a family member.
5. Upon approval, the Account Maintenance Specialist will process the scholarship check within ten (10) business days following the Expenditure processing as stated in the Procurement Policy for Disbursements, to be written to the student and mailed to the student’s current address.
6. The Account Maintenance Specialist will send an award email/letter to the student along with a notice of the next semester deadline.

**STUDENT OBLIGATIONS:**

Upon awarding, the student must meet the following conditions:

1. Utilize the awarded 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. Insufficient credits hours per classification
4. GPA below 2.0 or C Grade equivalent.
5. Failure to submit an official transcript at the end of the awarded semester.

**AMENDMENT:**

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

