

**NEWCOMB CHAPTER
CHAPTER STUDENT FINANCIAL ASSISTANCE
POLICIES AND PROCEDURES**

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I. PURPOSE

The purpose of the Chapter Student Financial Assistance is to help defray necessary expenditures for students while attending a college, university, vocational or technical institution.

II. ELIGIBILITY

- A. Applicant shall pursue an Associate, a Bachelor, a Juris Doctorate, a Master, a Philosophy of Doctorate, and an On-Line degree, or a vocational certificate.
- B. Applicant shall be enrolled in the degree program or online degree program as a full-time or part-time student.
- C. Applicant shall be a registered voter of the Newcomb Chapter.

III. PROGRAM GUIDELINES

The Newcomb Chapter shall administer the distribution based on the Chapter approved amount. The Chapter Officials shall have the oversight authority over the Chapter Student Financial Assistance funds. The following guidelines shall be adhered to:

- A. Chapter Student Financial Assistance expenditure shall be approved by the Chapter membership set in the annual budget.
- B. The student will maintain a 2.5 Grade Point Average to be considered for financial assistance.
- C. The student will not be assisted if they dropped, withdrew or on academic suspension from school; therefore, will not be assisted until the next fiscal year.
- D. The following documents must accompany the certified Chapter resolution before the Chapter Administration initiates any financial disbursement with exception.
 - 1. Chapter Financial Assistance Application.

2. Navajo Nation Voter Registration Receipt – A proof of being a registered member of the Chapter, if under 18 years of age, proof of parent's voter registration.
3. Official Transcript from college, vocational or technical institution, or high school with date of graduation or GED test scores certified by the granting agency.
4. Letter of Admission or Acceptance Letter – Student must be accepted and in good standing with an accredited college, university or vocational or technical institution.
5. Release of Information.

IV. EXPENDITURE REQUIREMENTS, REPORTING AND DISBURSEMENT

- A. All expenditures shall be duly approved by the Chapter membership or included in the Chapter's approved annual budget.
- A. The Chapter Administration shall make proper accounting and bookkeeping entries for all expenditures in accordance to the Chapter's Fiscal Management Policies and Procedures Manual, and the Secretary/Treasurer will report the expenditures before the Chapter membership at the next Chapter meeting.
- B. The Chapter Financial Assistance disbursement will be issued to the applicant.

V. AMENDMENTS

The Chapter Student Financial Assistance Policies and Procedures may be amended as deemed necessary by the recommendation of the Chapter Administration Staff or Chapter Officials, and approved by the Chapter membership at a duly called regular Chapter meeting.

VI. APPENDIX

- A. Chapter Financial Assistance Application Form
- B. Release of Information