

TONALEA CHAPTER STUDENT FINANCIAL ASSISTANCE PROGRAM

APPLICATION PACKET

Submit completed Application Packet to the:

Tonalea Chapter
Administration Office

P.O. Box 207

Tonalea, Arizona 86044-0207

Telephone#: (928)283-3430

Fax: (928)283-3435

INCOMPLETE PACKETS WILL NOT BE CONSIDERED.

SUBMIT ALL REQUIRED DOCUMENTS. ONLY COMPLETED APPLICATION PACKETS WILL BE CONSIDERED.

Important: Applications must be **TYPED** or **PRINTED** legibly in black ink. Incomplete and illegible applications will not be processed. Please do not alter any part of this application. You will be notified by mail/e-mail when your application is processed. Please allow 4 to 6 weeks after the deadline for your application to be reviewed and processed. During these 4-6 weeks, **DO NOT CALL** about the status of your application unless there are changes that need to be made to your personal or school information.

- Applications including ALL supporting documents must be received by the specified deadline for each award. Tonalea Chapter Administration will not extend the deadlines.
- Applications and supporting documents received via fax or email will not be considered or accepted.
- Qualified students will be awarded based on college classification. One award per semester and based on availability of scholarship funds. For example, one award for Fall Semester and one award for Spring Semester.
- Applicant must be registered with the Navajo Nation Election Office as a voting member of the Tonalea Chapter. If the student is 18 years or over, voting registration must be valid **six months** prior to applying for assistance, OR
- Parent or Legal Guardian of the Applicant must be registered with the Navajo Nation Election Office as voting members of the Tonalea Chapter. If Applicant is under 18 years of age, the Parent's or Legal Guardian's voting registration must be valid **six months** prior to applying for assistance.
- Approval for student financial assistance depends on availability of funds and applications will be processed in the order they are received (first come, first serve).
- If the student is 18 years or over, after 6 weeks, you may inquire on the status of your application. Your parent(s), legal guardian(s), relative(s) or acquaintance(s) may not inquire for you. Administration Staff cannot release any information due to the Privacy Act, unless we obtain a notarized written consent from you.

THANK YOU FOR APPLYING
FOR THE TONALEA CHAPTER STUDENT FINANCIAL ASSISTANCE PROGRAM

TONALEA CHAPTER

STUDENT FINANCIAL ASSISTANCE PROGRAM

VERIFICATION CHECK LIST

Name Of Applicant:	LAST NAME:	FIRST NAME:	MIDDLE INITIAL
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1. Chapter Student Financial Assistance Program Application ___ YES ___ NO
2. Letter of Admission ___ YES ___ NO
3. Verification of Enrollment. *Class Schedule is Invalid.* ___ YES ___ NO
4. **Official Transcript** (*Current transcript must be in a sealed envelope from last semester in school - high school, college or university*) ___ YES ___ NO
5. Cumulative Grade Point Average (GPA) must be 2.0 or higher ___ YES ___ NO
6. Certificate of Indian Blood (CIB) ___ YES ___ NO
7. Social Security Card ___ YES ___ NO
8. ID/ Driver's License ___ YES ___ NO
9. Voter's Registration with the Navajo Nation Election Office ___ YES ___ NO
(*If Applicant is 18 years of age or older*)

10. Essay – 2,000 word typed essay on one of the following (font size 12):
- Provide some ideas on how to improve your community and how you would build homes that are energy efficient and sustainable with the dwindling energy source.
 - Identify some problematic issues in your community and how you would communicate or educate your community that these issues should be considered high priority that requires a plan(s) for improvement. What are your plans to help alleviate these issues? How can your community become economically viable & self-sustaining?
 - Explain why language, culture, tradition and clan are important as a Dine. Ideally, how would the next generation maintain these essential customs as a Dine and continue with the teachings?
 - Explain why politics cannot be mixed with business. What is your perspective on politics? What are your thoughts or ideas of local tribal government compared to other local, state and federal government? What type of alternative form of government is suitable for your community? Provide examples on past events where business was mixed with politics. What were the pros and cons of the event(s)?
[Use APA(American Psychological Association) citation style as the preferred citation style.]
 - Other topics may be used at your discretion, if you have previously written essays on topics mentioned above.

Reviewed/Received By:

Signature/Title of Administration Staff

Date

(Official Use Only)

To be completed by Administrative Assistant:

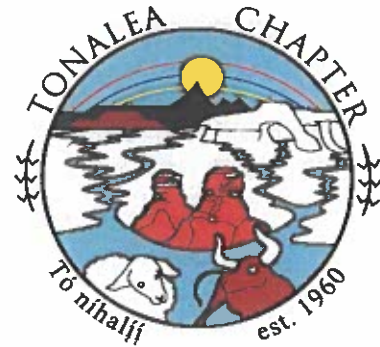
	Fund Approval
	Denied / Approved
	All Documents are attached
	Check Number

PAID STAMP:

TONALEA CHAPTER STUDENT FINANCIAL ASSISTANCE PROGRAM (TCSFAP) APPLICATION

Term Applying for (Complete ONE)	
20	Fall Semester
20	Spring Semester
20	Other
Please note this is a one time assistance, per semester and scholarship amount varies depending on college classification.	

Tonalea Chapter
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A: STUDENT INFORMATION

Date:					
Legal Name (Last, Middle, First):			Social Security Number:		Census Number:
Current Mailing Address:				Telephone No.:	
Permanent Home Address:				Alternate Telephone No.:	
Email Address:					
Date of Birth:	Gender		Marital Status:		Are you a Veteran?
	Male	Female			YES NO
Are you Registered with the Navajo Nation Election Office?			YES	NO	
Chapter Affiliation:		If yes, when did you register?			
Mother's Name:		Mailing Address:		Ethnic:	
Father's Name		Mailing Address:		Ethnic:	
Guardian's Name/Relation:		Mailing Address:		Ethnic:	

B: SCHOOL INFORMATION

High School (Name, City, and State):			Month/Year of Graduation or GED Certificate:		
College Classification (Circle One)					
Freshman	Sophomore	Junior	Senior	Post Graduate	
School you will be attending? (Name, City, and State)				Major Field of Study:	
Address of school Financial Aid Office & Phone Number:					
Type of School (Check one) <input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Jr. College <input type="checkbox"/> Technical <input type="checkbox"/> Other (List):					
Type of Degree you are seeking?	Do you have a letter of Acceptance? (circle)		Status while attending (circle one)		
	YES	NO	Full-Time	Part-Time	
Total Hours/credits of semester or term applying for:					
Total Hours Earned:			Cummulative GPA:		
Anticipated Graduation Date (month/year):					
Name of College/University last attended:				Month/Year:	
Have you received assistance from the Chapter before?			If yes, when?		Institution Attended:
YES	NO				

SCHOLARSHIP AND FINANCIAL ASSISTANCE

POLICIES AND PROCEDURES

*This policies and procedures will supercede the TCDC Resolution for the Chapter Scholarship/
Financial Assistance*

MISSION STATEMENT

The mission of the Tonalea 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.

GOALS

The goal of the Tonalea 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 Tonalea 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 Tonalea 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 of the Navajo Nation.

Before the 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.

Applicants will not be available until the opening dates listed below. The Chapter will not accept any early applications or faxed applications due to first-come-first serve 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 dates will vary also 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

ELIGIBILITY

1. The student must be registered voter of the Tonalea Chapter for at least 16 months or a parent must be registered voter for 1 year to apply.

2. The student must be enrolled full-time or part-time in an accredited college, university, vocational, or technical school.
3. The student must be a member of the Navajo Nation with a Census number.

REQUIRED DOCUMENTS

1. Accurately completed Chapter Scholarship Application and date stamped by the Chapter administration.
2. Social Security Card
3. Census Number
4. Voter Registration Card
5. High School Transcript
6. Current Class Schedule
7. Original Letter of Acceptance from the school

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.
3. Submit an official transcript at the end of each awarded semester to the Chapter.
4. Maintain a GPA of 2.0 (C) or above.

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 lost or damaged documents.

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

AWARD AMOUNTS

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

1. University students shall be eligible according to Tonalea Chapter allocated budget per Fiscal Year.
2. Community College, Vocational, and Technical students shall be eligible according to Tonalea Chapter allocated budget per Fiscal Year.

STUDENT OBLIGATIONS

Upon the award, the student must meet the following conditions.

1. Utilized the awarded funds toward educational needs and goals.

2. Submit requested transcript at the end of each awarded semester.

PROBATION/REPAYMENT

The Probation Period shall be one (1) full school year for any following reasons:

1. The student withdraws of school.
2. The students lack of attendance
3. The student drops below the reported credit hours amount per classification, such as less than 12 credits for full-time or less than 3 credits for part-time.
4. The students GPA falls below 2.0 or C grade equivalent.
5. The student fails to submit an official transcript at the end of the awarded semester.
6. The student fails to complete their registered semester. The student will then be obligated to repay the funds back to the Chapter and they will be put on probation.

The Chapter is always open to hear innovative ideas regarding our community improvements, so please do not hesitate to contact the Chapter with any suggestion by mail or telephone.

Tonalea Chapter
P.O. Box 207
TONALEA, AZ 86044

Telephone: (928)-283-3430
Fax: (928)-283-3435 or 3356



TO' NIHALII'

President: Darryl Jim

District One - Western Navajo Agency

Council Delegate: Helena N. Begay

Vice President: Leslie Dele

Tonalea Chapter

Grazing Official: Bruce Daw

Secretary/Treasurer: Marlinda Whiterock

P.O. Box 207

Tonalea, Arizona 86044-0207

Phone: (928) 283.3430

Email: tonalea@navajochapters.org

Fax: (928) 283.3435

MEMORANDUM

DATE: _____

TO: TONALEA CHAPTER ADMINISTRATION

FROM: _____ College Recipient

SUBJECT: Understanding of Obligation for:
Scholarship and Financial Assistance Awards
Chapter Scholarship
Financial Assistance Policies and Procedures

I, _____ have read and understand the Chapter Scholarship and Financial Assistance Policies and Procedures.

I, _____, understand that upon my award of the Chapter Scholarship and Financial Assistance, 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 the school unofficially and without notification to the Tonalea Chapter.

Student Signature

Date

Parent Signature (if applicable) Date