

WHIPPOORWILL CHAPTER

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PLAN OF OPERATION

FOR

CHAPTER STUDENT FINANCIAL ASSISTANCE

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**I. INTRODUCTION:**

The Whippoorwill Chapter receives two types of educational funding: Navajo Nation General Funds and Fiduciary Funds; and the Chapter previous Fiscal Year's Carry-over Funds.

**II. PURPOSE:**

The Whippoorwill Chapter Student Financial Assistance is to provide assistance to students pursuing education secondary, attending college, university, technical training, vocational training programs, and summer youth enrichment programs.

**III. ELIGIBILITY REQUIREMENTS FOR APPLICANTS:**

- A. Must be a registered voter of Whippoorwill Chapter with Navajo Nation Elections Administration 3 months prior to assistance. If an applicant is under 18 years old, a parent's voter registration with Whippoorwill Chapter shall be used.
- B. Must not be on a withdrawal status from previous semester.
- C. Must maintain a grade point average of 2.00 and above for eligibility. If the applicant is a continuing student, he/she must provide evidence of making satisfactory academic progress with a grade point average 2.00 or above; not high school transcript.
- D. Must be enrolled as a full-time student carrying 12 credits hour or more and a part-time student carrying 11 hours or less. The applicant must be attending an accredited college or vocational institution.
- E. High school students must be between 14 to 17 years of age and be enrolled in a Summer Youth Enrichment Program. The programs must be a core academic course(s) (Reading, Math, English, Science), youth development or college and career preparation.

**IV. REQUIRED DOCUMENTS TO BE SUBMITTED BY APPLICANT:**

It shall be the responsibility of the applicant to complete and submit the following required documents:

- A. A complete Whippoorwill Chapter Student Financial Assistance Application (Exhibit A), and a Student Consent to Release Information (Exhibit B).

- B. A copy of the letter of admissions from the institution attending for every semester.
- C. A copy of the Navajo Nation Elections Voter's Registration or a verification of an updated voter registration from the administrative staff.
- D. A copy of Social Security Card.
- E. A copy of Certificate of Indian Blood (CIB).
- F. An official transcript or an e SCRIP-SAFE, a global electronic official academic transcript from the previous semester for continuing students.
- G. A current class schedule.
- H. Supporting documents for the Summer Youth Enrichment Program include but not limited to: Verification of Enrollment, Program/Registration/Tuition Cost, Meal Plan, Lodging, Itinerary, a copy of most recent grade report, etc.
- I. A typed written statement for financial assistance request.
- J. A Chapter resolution by the Chapter upon community approval from a duly-called regular chapter meeting.

**V. EXPENDITURE POLICIES:**

- A. Basis for financial assistance for each applicant:
  - Full-time student carrying 12 credit hours or more shall be assisted with \$500.00.
  - Part-time student carrying 11 credit hours or less shall be assisted with \$300.00.
  - Online student shall be assisted with \$300.00.
  - Technical/Vocational Training shall be assisted with \$200.00.
  - Summer Youth Enrichment Programs shall be assisted with \$200.00.
- B. Applicant shall be limited to two (2) financial assistances per fiscal year.
- C. Applicant, after submitting all necessary documents, shall be considered only if funds are available.
- D. Any verified false information or misuse of Chapter Student Financial Assistance shall result in two (2) fiscal years automatic suspensions.
- E. Application for General Equivalence Diploma (GED) program shall be qualified only if applicant is attending a secondary vocational institution or college.

- F. All approved Chapter Student Financial Assistance shall be made payable to the Educational Institution.

**VI. PROCEDURES:**

- A. Interested applicant shall pick up an application packet for the Chapter Student Financial Assistance from the Chapter for the initial review and processing.
- B. Each year the following deadline shall be complied with:
- Fall Semester-August 31
  - Spring Semester January 31
  - Summer Sessions One and Two-May 31
- C. Accounts Maintenance Specialist shall review the application and all required documents for completeness. Accounts Maintenance Specialist will also make sure there is sufficient amount of funds available.
- D. Upon review and selection of applicants/recipients by the Chapter Administration, the applications shall be forwarded to the next duly called chapter meeting for approval with chapter resolution.
- E. The Chapter administration shall notify the applicant in writing of the outcome of their Chapter Student Financial Assistance request within 10 working days after determination.
- F. The Accounts Maintenance Specialist shall make sure all necessary documents including the copy of the check are filed in accordance with the Chapter's Five Management System.

**VII. APPEAL PROCEDURES:**

If an applicant is not satisfied with the decision made on his/her application the following steps shall be adhered to:

- A. The applicant shall file a written request for a meeting with the Community Services Coordinator to discuss and resolve the denial of his/her request for assistance. The request for appeal shall be filed within 10 working days after receiving the denial letter.
- B. If the applicant is not satisfied with the outcome of the informal hearing, he/she may request within 5 working days an administrative hearing with the Hearing Officers in writing to request a Grievance Hearing. The Hearing Officers shall comprise of the three Chapter Officials: Chapter President, Chapter Vice President, and Chapter Secretary/Treasurer to render a final decision. The decision of the Hearing Officers shall be final.

## VIII. AMENDMENTS:

The Whippoorwill Chapter Planning Committee may recommend to amend this Plan of Operation from time to time as needed and shall seek community membership approval at a duly called Regular Chapter Meeting.

### A. Amendment on January 8, 2012:

1. Added "or an e SCRIP-SAFE, a global electronic official academic transcript" in Section IV: REQUIRED DOCUMENTS TO BE SUBMITTED BY APPLICANT
2. Changed the deadline date for Spring Semester from December 31 to January 31 in Section VI PROCEDURES B.

### B. Amendment on February 23, 2014:

1. Deleted "Springs" throughout the entire Plan of Operation.
2. Added "and summer youth enrichment programs" in Section II: PURPOSE.
3. Added "3 months prior to assistance" and E in Section III: ELIGIBILITY REQUIREMENTS FOR APPLICANTS.
4. Added "It shall be the ... required documents." "or a verification ... the administrative staff." "An official." "Supporting documents for the ... grade report, etc." "typed." in Section IV. REQUIRED DOCUMENTS TO BE SUBMITTED BY APPLICANT.
5. Added "Summer Youth ... with \$200.00." and "limited to" in Section V: EXPENDITURE POLICIES.
6. Deleted and replaced "E and F" in Section VI: PROCEDURES.
7. Added "request for appeal" in Section VII: APPEAL PROCEDURES.