

Ramah Navajo Chapter Educational Financial Assistance

Checklist

- _____ 1. **APPLICATION (APP)** - Complete the Ramah Navajo Chapter Educational Financial Assistance Application and Consent form.
- _____ 2. **CERTIFICATE OF INDIAN BLOOD (CIB)**- Original with official seal verifying legal Navajo Nation enrollment. Required for all first time applicants. Continuing students are required to resubmit CIB unless there is a legal name change.
- _____ 3. **TRANSCRIPT(S) (TRX)**- Official College, High School, and/or GED scores. First year applicants are required to submit final high school transcript with high school graduation date. Continuing students must submit an official transcript after each semester. Additional transcripts are required from all previous colleges attended.
- _____ 4. **LETTER OF ADMISSIONS (LOA)** - Undergraduate or Graduate applicants must submit a Letter of Admission from the Undergraduate/Graduate College AND the Graduate Degree Program. Enrollment Verification is required from students who have already submitted a letter of admission but have not been funded at least one term. Students who have not attended school for two consecutive semesters will need to submit a re-admission letter from their respective institution.
- _____ 5. **REGISTERED VOTER** - All applicants must be registered with the Ramah Navajo Chapter under the Navajo Nation Voter Registration, and if less than 18 years of age, parent/parents of the applicant must be registered.

CLOSING DATE:

Full-time Applicants

FALL June 25
SPRING November 25

(If the deadline date falls on a holiday or a weekend, the deadline date will be the next business day following the holiday or weekend)

Submit all documents to: Raquel Yazzie, Secretary/Treasurer
 Ramah Navajo Chapter
 HC 61 Box 13
 Ramah, New Mexico 87321-9601
 Phone: (505) 876-9630
 Fax:
 E-mail: VickyCoho@ramahchapter.com

RAMAH NAVAJO CHAPTER
EDUCATIONAL FINANCIAL ASSISTANCE

HC 61 Box 13
Ramah, New Mexico 87321-9601

STUDENT CONSENT TO RELEASE INFORMATION

RAMAH NAVAJO CHAPTER requires your written authorization to release your confidential information. This requirement is in compliance with the Privacy Act of 1974 (Public Law 93-579) to protect and control the Federal Government collection and dissemination of personal information on individual citizens. The Act does not allow any person(s) to have access to an individual's information without consent in writing.

I authorize the Ramah Navajo Chapter Educational Financial Assistance Committee Members to have access to my Ramah Navajo Chapter Educational Financial Assistance folder to make inquiries on my behalf regarding my application status and eligibility.

Applicant's Name: _____ Date: _____

**RAMAH NAVAJO CHAPTER
EDUCATIONAL FINANCIAL
ASSISTANCE
(RNCEFA)**

POLICIES & PROCEDURES

AMENDED March 24, 2022

RAMAH NAVAJO CHAPTER EDUCATIONAL FINANCIAL ASSISTANCE
POLICIES AND PROCEDURES

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Ramah Navajo Chapter Educational Financial Assistance
POLICIES & PROCEDURES

This Policies & Procedures will supersede the Transportation and Community Development Committee policies and procedures for the Ramah Navajo Chapter Educational Financial Aid policies & procedures. (Records to be destroyed one year after inactivity of last funding received).

I. POLICY

The policy of the Ramah Navajo Chapter Educational Financial Assistance is to provide financial assistance funds for educational expenses, such as, tuition, books, school supplies, lab fees, room and board, required tools, uniforms and essentials related to the choice of study.

II. AUTHORIZATION

A. Pursuant to 26 N.N.C. Section 3 (A), the Ramah Navajo Chapter is a non-certified chapter of the Navajo Nation.

B. Pursuant to the FY 99 Comprehensive Budget Resolution (CS-79-98), the Navajo Nation Council provided an independent grant of authority to allow Chapters to administer certain Navajo Nation Funds. Per BFO-140-98, Chapters have since been allowed to administer Chapter Scholarships. Under section 5(C) of Exhibit A, Chapters are obligated to managed and expend such fund in accordance with applicable policies and procedures of the Office of Navajo Nation Scholarship and Financial Assistance Program, Chapters One, Two and Three Subchapter Three, Article 24.

C. Pursuant to the Ramah Navajo Chapter Resolution No. 042207, the Educational Financial Assistance Policies and Procedures is hereby approved.

III. APPLICABLE LAWS

The Ramah Navajo Chapter shall comply with Navajo Nation laws.

IV. MISSION

Ramah Navajo Chapter through its Educational Financial Assistance is to uplift the socio-economic status of its members based on the premise and hope that education is one of the effective ways to break the poverty cycle. Therefore, the intent of the RNCEFA is to promote education and self-sufficiency with the hope that the financial assistance will model for generations to come. Education may be individually attained but its impact can be on the entire family and society as well.

Ramah Navajo Chapter is to provide financial assistance for the support of students to enhance their opportunities toward educational endeavors. The Chapter will provide such assistance in a fair and an equitable manner to community youth and members seeking education for the betterment of their lives.

The Chapter Administrative staff will announce the availability of funds for education and related expenses.

V. PROCEDURES

A. All potential applicants that are requesting financial assistance for educational purposes shall abide by these policies and procedures.

1. Completed applications with required documents must be received by Ramah Navajo Chapter by the applicable closing dates in order for the Chapter to determine eligibility for financial assistance within 15 working days, application submitted after such date shall be considered incomplete.

2. The Chapter membership shall approve the student educational financial assistance and resolution before any award is rendered to the student.

3. The Chapter resolution may be written collectively for all students who are being awarded on one resolution.

4. The Chapter shall assist as many students as possible based upon the availability of funds.

VI. CLOSING DATES

1. Fall Semester – June 25th
2. Spring Semester – November 25th

VII. REQUIRED DOCUMENTS

A. Student must be a Navajo Nation registered voter of Ramah Navajo Chapter. If student is under the age of 18, the parent must be a registered voter for at least one (1) year.

B. The student must be enrolled as either full-time or part-time in an accredited college, university, vocational institution, or technical school. Students who are not enrolled in an accredited educational institution will not be ineligible for Educational Financial Assistance;

Full-time Undergraduate – 12 credit hours or more (11 Credits or less are considered part-time)

Full-time Graduate – 9 credit hours or more (8 credits or less are considered part-time)
Due to the world-wide pandemic (COVID-19)-On line classes are acceptable.

C. Completed and signed Educational Financial Assistance application (including consent form)

D. Letter of Interest (First time applicants ONLY)

E. Certificate of Indian Blood (COPY)

F. Navajo Nation Voters Registration Card

- G. Official High School transcript (New Applicant)
- H. OFFICIAL College/University transcript
- I. Letter of Acceptance or Enrollment Verification from the College/University indicating semester/quarter and year.

VIII. AWARD AMOUNTS

The following award amounts are based on availability of funds. If funds are limited, the award amounts may be reduced.

- A. Full-time Students shall be eligible for an amount of five hundred dollars (\$500.00 more or less)
- B. Part-time Students shall be eligible for an amount of two hundred and fifty dollars (\$250.00 more or less).
- C. Upon approval of the application, checks can be disbursed to the student/designated person with a written statement.

IX. STUDENT OBLIGATIONS

Upon receiving an award, the student must meet the following mandates.

- A. Utilize the awarded funds toward educational needs and goals.
- B. Submit requested transcripts at the end of each awarded semester.

X. PROBATION

Should a recipient fail to meet the required GPA or withdraws from school, he/she will be placed on probation as follows:

- A. The student withdraws from school. Probation for one academic semester.
- B. The student drops below the reported credit hours per classification, such as less than twelve (12) credit hours for full-time undergraduates, less than nine (9) credit hours for full-time graduate, or less than (3) credit hours for part-time. Probation for one academic semester.
- C. The student's grade point average falls below 2.0 (GPA) for the awarded semester. Probation until GPA is raised to a 2.0 or above.

XI. DENIAL

A. The Ramah Navajo Chapter has the right to deny approval of an application for Educational Financial Assistance; however, the denial must be based on technical or substantial reason which the Chapter shall clearly state in the denial notification.

B. The denial notice shall be in writing and provided to the applicant immediately.

XII. APPEAL

A. The Ramah Navajo Chapter Educational Financial Assistance Committee shall review the appeal within five (5) working days of receiving an appeal. A determination shall be made by the end of the fifth day and a written response within three (3) days afterwards. However, if the appealed matter cannot be resolved administratively. The applicant may follow the Appellate Procedures as listed in the Office of the Navajo Nation Scholarship and Financial Assistance Program Policy-Chapter Two, Subchapter Two, Article 15.

XIII. AMENDMENT

These policies and procedures will be reviewed annually by the RNCEFAC and may be amended when necessary.

All proposed amendment will be discussed at a duly called Chapter Planning Meeting and approved at a Regular Chapter Meeting.

XIV. PRIVACY STATEMENT

All applicants file shall be kept confidential by RNCEFA and accordingly shall not disclose any information regarding the applicant. Financial assistance meeting is closed to the public for confidentiality purposes.