

**Tiis Tsoh Sikaad Chapter
Scholarship and Financial Assistance Program**

1. GENERAL INFORMATION/PROVISIONS

The Tiis Tsoh Sikaad Chapter Scholarship and Financial Assistance program's purpose is to service eligible Navajo people and provide them the opportunity to achieve their educational goals. The opportunity is provided as a privilege with the intent that recipients, upon graduation, will return to the Navajo Nation to apply their learning to benefit the continuing development of the Navajo Nation.

1. The Tiis Tsoh Sikaad Chapter Scholarship and Financial assistance program is the executive entity responsible for the administration of financial aid and academic scholarship programs for the benefit of the Navajo people.
2. There are specific administrative and legal requirements for each scholarship and financial assistance program based on the source of funds. The policies that follow are controlling and binding upon submission of a signed application and receipt of scholarship and/or financial assistance from Tiis Tsoh Sikaad Chapter.
3. Applicant: an applicant who is applying for the first time for a scholarship and/or financial assistance and does not have a file on record with Tiis Tsoh Sikaad Chapter. All applicants qualifying under this definition shall be required to submit an: The Tiis Tsoh Sikaad Chapter scholarship application, official transcript, letter of admission , essay, voters registration, social security card and Certificate of Indian Blood issued from Navajo Nation Census Office.

2. PRIVACY ACT STATEMENT

All applicant files shall be kept confidential by Tiis Tsoh Sikaad Chapter. In order for Tiis Tsoh Sikaad Chapter to disclose information regarding an applicant, the applicant must submit a signed disclosure statement, specifying the individuals and/or entities to receive the information to Tiis Tsoh Sikaad Chapter.

3. DEFINITION

For purposes relating to the Tiis Tsoh Sikaad Chapter Scholarship and Financial Assistance, the following definitions shall apply to the policies and procedures herein:

- a. Applicant: a person who has applied for Tiis Tsoh Sikaad Chapter scholarship and/or financial assistance.
- b. Recipient: an applicant who is awarded financial assistance and/or scholarship from Tiis Tsoh Sikaad Chapter.
- c. Scholarship: an academic award is based on academic merit for a GPA of at least 2.0 to be eligible. This determination is made according to the "Original" transcript received from the college/university upon applying with Tiis Tsoh Sikaad Chapter. (No internet generated transcript will be accepted).

- d. Academic Term: the duration of one semester, one quarter, one trimester or appropriate amount of summer sessions as required for a specific institution.
- e. Academic Year: The duration of two (2) semesters, two (2) trimesters, or three (3) quarters including appropriate summer sessions as required for a specific institution
- f. Applicant Continuing: an applicant who is no longer a first time applicant, having been awarded a scholarship and/or financial assistance for the preceding academic term and already having a student file on record with Tiis Tsoh Sikaad Chapter. All applicants qualifying under this definition shall be required to submit an updated Tiis Tsoh Sikaad Chapter scholarship application, official transcript, letter of admission for the current semester and an essay. However, shall not be required to resubmit a Certificate of Indian Blood (unless a name change has occurred), voters registration and social security card.
- g. Authorized transfer: officially withdrawing from an institution and enrolling in another institution with prior notice to Tiis Tsoh Sikaad Chapter.
- h. Award: upon eligibility and availability of funds, will depend on the status of the students major as to the amount of money the scholarship and/or financial assistance is awarded for an academic term or academic year. And amount is subject to amendments at every fiscal year.
- i. Certificate of Indian Blood (CIB): a certified document issued by the Navajo Nation Census Office verifying that an applicant is $\frac{1}{4}$ or more Navajo Indian blood quantum.
- j. Corporate Funds: annual grants to Tiis Tsoh Sikaad Chapter by private corporations for scholarships and/or financial assistance.
- k. Disqualification: suspension of funding for one or more academic term due to violation of general or specific policies herein, as outlines at Article 11.
- l. Fellowship: a merit based award, determined according to the applicant's academic performance, rather than an award based on financial need.
- m. Field Based Program: a program which allows a student to maintain their family, community or career commitments and pursue a Bachelor or Masters degree in their community with the assistance of an adjunct faculty or mentor.
- n. Flat Rate: a flat rate for summer session, the rate is limited to tuition, fees, books and supplies.
- o. FRESHMAN: an applicant admitted to a post secondary institution with zero to thirty (3) semester credit hours or equivalent amount of quarter or trimester credit hours.
- p. FULL-TIME GRADUATE STUDENT: an applicant enrolled in a masters program and carrying nine (9) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term, or enrolled

and carrying nine (9) or more credit hours during an eight (8) week summer session or twelve (12) credit hours during two five (5) week summer sessions; or enrolled in summer session internships/externships considered full time by the institution, but which are less a specific major.

- q. **FULL-TIME UNDERGRADUATE STUDENT:** an applicant pursuing an associate of baccalaureate degree and carrying twelve (12) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term, or enrolled and carry nine (9) or more credit hours during an eight week summer session internships/externship considered full-time by the institution, but which are less than the prescribed credit hour thresholds, except as otherwise provided herein.
- r. **GRADUATE APPLICANT:** An applicant that has already obtained a baccalaureate degree and is pursuing a graduate degree. All applicants qualifying under this definition shall be required to submit a Regular Letter of Acceptance to the graduate program of study in addition to a Regular Letter of Admission from the graduate university. Further, graduate application shall be subject to all Tiis Tsoh Sikaad Chapter application requirements with exception of the financial needs analysis.
- s. **JUNIOR:** an applicant enrolled in college/university with a total of sixty (60) to eighty-nine (89) semester credit hours, or equivalent amount of quarter or trimester credit hours, towards a specific major.
- t. **PART-TIME GRADUATE STUDENT:** an applicant enrolled in a masters program and carrying a minimum of three (3) semester credit hours to a maximum of eight (8) or eleven (11) semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term depending on credit hour amounts prescribed by the institution attending and program choice.
- u. **POST-GRADUATE APPLICANT:** an applicant pursuing a medical, veterinary, doctorate or education terminal degree. Applicants qualifying under this definition shall be subject to the Tiis Tsoh Sikaad Chapter application requirements as for graduate applicants.
- v. **PROBATION:** failure to comply with the academic standards prescribed at Item 9, resulting in possible disqualification within academic term funded, if academic performance does not improve within academic term funded.
- w. **PROBATIONARY AWARD:** an award to an applicant who has failed to maintain the required academic standards, under the condition that he/she regains satisfactory academic standards within the academic term funded in compliance with Article 9.
- x. **INELIGIBILITY:** a determination made by Tiis Tsoh Sikaad Chapter that an applicant will be not granted funding due to failure to comply with general or specific policies of the chapter.

- y. NAVAJO NATION FUNDS: General funds, including 1982 Land Claims Settlement Funds and other trust fund proceeds, appropriated by the Nation Nation Council each fiscal year.
- z. Senior: an applicant enrolled in college/university with a total of ninety (90) or more semester credit hours or equivalent amount of quarters or trimester credit hours, towards a specific major.
- aa. Sophomore: an applicant enrolled in college/university with total of thirty-one (31) to fifty-nine (59) semester credit hours, or equivalent amount of quarter or trimester credit hours.
- bb. Student: an applicant or recipient currently enrolled and attending a high school preparatory institution, a post-secondary institution, a graduate School/college or a vocational institution.
- cc. Unauthorized transfer: withdrawing from the institution names on the Tiis Tsoh Sikaad Chapter award letter and enrolling in another institution not specified on said award letter.
- dd. Unmet needs: based on applicant or applicants' family contribution and Institution grant/and there exists an amount of funds insufficient to meet the applicant's educational expenses.
- ee. Vocational Program: Financial assistance funds used to award applicants pursuing and Associate of Applied Science degree or a vocational Certificate at a regionally accredited institution.

4. RESPONSIBILITIES OF THE APPLICANT

1. The applicant and/or recipient shall abide by and comply with the specific policies, procedure and eligibility requirements of Tiis Tsoh Sikaad Chapter. These requirements shall include but are not limited to, submitting verification of enrollment, providing results of test scores, official transcripts, obtaining other available funding, and completing the Tiis Tsoh Sikaad Chapter application.
2. The applicant and/or recipient shall comply with requirements of the institution Admitted to attend or attending. These shall include, but are not limited to, gaining acceptance for admission and arranging and accepting responsibility for housing.
3. The applicant and/or recipient shall fulfill he/her academic obligations and comply with all applicable laws, policies, rules, regulations and procedures of Tiis Tsoh Sikaad Chapter, Federal, State and Private scholarship and financial assistance program from which the applicant receives funds.
4. The applicant shall immediately notify the Tiis Tsoh Sikaad Chapter upon declining any Navajo scholarship and/or financial assistance award in writing.
5. The applicant and/or recipient shall immediately report any change in marital status, name, income, enrollment, withdrawal and transfer status to Tiis Tsoh Sikaad Chapter.

6. The applicant and/or recipient shall notify the Tiis Tsoh Sikaad Chapter or his or her graduation date and certificate or degree to be conferred.
7. It is the responsibility of the applicant and/or recipient to understand his/her rights and responsibilities regarding financial assistance and/or scholarship including the responsibility to be informed or policies herein.

5. PLEDGE OF SERVICE TO THE NAVAJO NATION

1. The purpose of the Pledge of Service is for college graduates to apply their acquired skills, training and knowledge to assist the Navajo Nation/Tiis Tsoh Sikaad Chapter by returning to the Navajo Nation and seek employment in their appropriate profession.

6. GENERAL ELIGIBILITY

1. General eligibility criteria shall apply to all scholarship and financial assistance programs identified herein, in addition to the special eligibility criteria specific to each program.
2. All applicants' shall be a legally enrolled member of the Navajo Nation and proof of ¼ or more Navajo Indian Blood quantum on their Certificate of Indian Blood.
3. All applicants shall be officially and fully admitted to a post-secondary institution accredited by one of the following regional accrediting associations.
 - a. MSA-Middle States Association of Colleges and Schools/
 - b. NEASC-New England Association of Schools and Colleges.
 - c. NCA-North Central Association of Colleges and Schools.
 - d. NASC-Northwest Association of Schools and Colleges
 - e. SACA-Southern Association of Colleges and Schools
 - f. WASC-Western Associations of Schools and Colleges.
 - g. The appropriate accrediting association for highly specialized majors including, but not limited to the National Architectural Accrediting Board for schools of Architecture.
 - h. Vocational institutions chartered by the Navajo Nation.
4. The Tiis Tsoh Sikaad Chapter's scholarship and financial assistance funds shall be provided upon availability of funds within the current fiscal year.
5. All applicants shall sign the application for scholarship and financial assistance with the stated terms, conditions, and standards to receive the scholarship and/or financial assistance.
6. All applicants shall release their official academic transcript information indicating the most recent academic term grades, graduation date, academic major and type of degree being pursued.
7. All applicants shall not have any outstanding debts to the Office of Navajo Nation Scholarship and Financial Assistance Program. Specifically, all applicants shall not be on withdrawal status without justification, thereby owing money to Tiis Tsoh Sikaad Chapter, or be disqualified from participation in any Tiis Tsoh Sikaad Chapter program. No defaults.

8. All eligible applicants who are veterans of the military service and/or are physically disabled shall be deemed a priority for scholarship and/or financial assistance.

7. DEADLINES FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE.

1. All undergraduate applicants shall comply with the following deadlines.
 - a. All Tiis Tsoh Sikaad Chapter application, Letter of Admissions, Official Certificate of Indian Blood, Official transcript to be received by Tiis Tsoh Sikaad Chapter for the following terms.

Fall Semester/Quarter/Trimester:

Winter/Spring Semester/Quarter/Trimester

Summer Session

THE LAST DAY OF THE PRECEDING MONTH BEFORE THE SEMESTER BEGINS. Example: Fall Semester begins in August: Application due at end of July.

*Enrollment Verification will be requested from students who have already submitted a Letter of Admission but either have not attended for at least one term or have not been funded at least on term. The letter shall include the following information; most current enrollment status, any academic deficiencies and/or conditions, and full admission status. Students who have not attended school for two consecutive semesters will need to submit a readmission letter from their respective schools even if they previously turned in a letter of admission.

2. All continuing applicants and/or recipients shall comply with the above deadlines except for transcript submission. All continuing applicants shall submit their Grade reports and transcript to Tiis Tsoh Sikaad Chapter no later than thirty (30) working days after the completion of the academic term.
3. All continuing graduate applications shall submit required documents in accordance with the above deadlines except for transcript submission. All graduate applicants shall submit their grade reports and transcript to Tiis Tsoh Sikaad Chapter no later than thirty (30) working days after the completion of each academic term.

8. DEADLINES FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE AWARDS/DENIALS

1. The Tiis Tsoh Sikaad Chapter shall review applications ensure all required documents are Attached and determine eligibility for awards or denials in a timely manner.
 - a. The Tiis Tsoh Sikaad Chapter shall determine eligibility for scholarship and financial assistance within 10 working days at the beginning for any semester within the current year.
2. The Tiis Tsoh Sikaad Chapter shall notify an applicant of eligibility in writing with the (10) working days after determination. If eligible and if funds are available, Tiis Tsoh Sikaad Chapter shall notify an applicant by issuing an award letter.

- a. The Tiis Tsoh Sikaad Chapter shall notify an applicant of ineligibility or denial in writing, within (10) workdays after determination. The letter shall contain the following.
 - i. Applicants full name, census number, social security number and Institutional attending.
 - ii. Citation of general and/or specific provision of Tiis Tsoh Sikaad Chapter Policies alleged to have been not complied with and/or violated.
 - iii. A brief statement of facts regarding the alleged violation, including the academic terms violation occurred.

9. ACADEMIC STANDARD: FUNDING PERIODS: STANDARDIZED GRADING

1. All continuing applicants and/or recipients shall comply with one of the following academic standards prior to receiving continued funding:
 - a. For full-time undergraduate scholarship and/or financial assistance:
 - i. Academic Term: Earn twelve (12) or more semester credit hours or equivalent amount of quarter or trimester credit hours, with a term grade point average (GPA) of 2.00 or higher, except college freshman taking remedial courses. Freshmen shall be allowed to take a maximum of twelve (12) credit hours of remedial courses, six (6) credit hours per academic term, including 100 levels and below courses, within the first two academic terms.
 - ii. Eight Week Summer Session: Earn none (9) or more credit hours or enrolled in summer session considered full-time by the institution with a term grade point average of 2.00 or higher; and
 - ii. Five Week Summer Session: Earn six (6) or more credit hours or enrolled in summer session considered full-time by the institution with a term grade point average of 2.00 or higher.
 - b. For full-time graduate or post-graduate (except medical, veterinary and law students) financial assistance.
 - i) Academic Term: Earn nine (9) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, with a term grade point average of 2.00 or higher;
 - ii) Eight Week Summer Session: Earn nine (9) or more credit hours with a term grade point average of 2.00 or higher; and
 - iii) Five Week Summer Session: Earn six (6) or more credit hours with a term grade point average of 2.00 or higher.

- c. Part-time graduates and undergraduate shall earn a grade point average of 2.00 or higher for each course per academic term funded to be considered for continued eligibility.
 2. The Tiis Tsoh Sikaad Chapter shall award scholarship and financial assistance to applicants for the following maximum number of academic terms.
 - a. UNDERGRADUATE: Ten (10) semesters of fifteen (15) quarters.
 - b. GRADUATES: Five (5) semesters or seven (7) quarters.
 - c. LAW STUDENTS: Six (6) semesters.
 - d. POST-GRADUATES: Six (6) to eight (8) or nine (9) to twelve (12) quarters.
 - e. Two year institutions: Five (5) academic terms or sixty-four (64) semester credit hours, or equivalent amount of quarter or trimester credit hours except for Dine College students receiving Development Students Program funds.
 - f. Part-Time Undergraduate: Fifty (5) semester credit hours, or equivalent amount of quarter or trimester credit hours; and
 - g. Part-Time Graduates: Seventy- (70) semester credit hours or equivalent amount of quarter or trimester credit hours.

10. PROBATION

1. The Tiis Tsoh Sikaad Chapter shall place an applicant and/or recipient on probation and issue a probationary award for any of the following reasons.
 - a. The recipient repeated courses within the minimum twelve (12) credit hours from previous academic terms while receiving financial assistance and/or scholarship from Tiis Tsoh Sikaad Chapter.
 - b. The recipient did not earn enough credit hours according to applicable academic standards during the last academic term and/or completed said term with a grade point average of 1.99 or less – (GPA).
 - c. A Chief Manuelito recipient who fails to comply with academic standards according to Item 9.
 - d. The recipient earning a grade point average of less than 1.99 and who officially or unofficially withdrew from college or university shall be interviewed and counseled by the Tiis Tsoh Sikaad Chapter to determine whether the reason(s) given is justifiable. If the reason(s) is justifiable; the applicant shall be placed on probation and if not the application shall be disqualified in both cases.
 - e. The recipient who transferred to an institution other than the one specified on the ward letter, without prior notification to Tiis Tsoh Sikaad Chapter shall be subsequently placed on probation.

2. The placed on probationary status shall be reinstated to good standing upon compliance with the applicable academic standards pursuant to Item 9.
3. The student placed on probationary status shall submit to Tiis Tsoh Sikaad Chapter an official copy of the academic transcript or grade report indicating credit hours and grade point average earned no later than thirty (30) working days after the end of the last academic term funded.

11. DISQUALIFICATION:

1. The Tiis Tsoh Sikaad Chapter shall disqualify any student from receiving financial assistance and/or scholarship for any of the following reasons.
 - a. During the last academic term completed, for which the recipient was awarded financial assistance under probationary status, the applicant did not comply with the applicable academic standards in accordance with Item 9 herein and Item 19 for Chief Manuelito scholarship recipients.
 - b. The recipient repeated courses during the last academic term completed while on probation.
 - c. The applicant/recipient falsified information to obtain scholarship and/or financial assistance in which case the disqualified recipient shall provide copies of returned check(s) and return any unused monies to Tiis Tsoh Sikaad Chapter. The disqualified recipient shall repay all funds not returned prior to being funded again.
 - d. The applicant on probation officially or unofficially withdrew from school without justification, in which case the disqualified recipient shall provide copies of returned check(s) and return any unused monies to Tiis Tsoh Sikaad Chapter. The disqualified recipient shall repay all funds not returned prior to being funded again.
2. The disqualified student reapplying for funding shall submit to Tiis Tsoh Sikaad Chapter an official copy of the academic transcript or grade report for all terms attended, indicating credit hours and grade point average earned no later than thirty (30) working days after the end of the last academic term attended.
3. The disqualified student shall be reinstated to probationary status provided that the students earn twelve (12) or more new credit hours with a grade point average of 2.00 or higher without utilizing Tiis Tsoh Sikaad Chapter scholarship and/or financial assistance funds.

12. INELIGIBILITY OR DENIAL FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE.

1. The Tiis Tsoh Sikaad Chapter shall determine an applicant ineligible and deny scholarship and/or financial assistance for any of the following reasons.
 - a. The applicant not complying with the policies herein.

- b. The applicant is requesting additional funds toward a second undergraduate, graduate or post-graduate degree at the same level, with the exception of those applicants requesting funding for teacher training and double majors, pursuant to Item 13.
- c. The applicant has not declared an undergraduate major after the completion of his or her first academic year.
- d. The applicant, on probation or having been previously disqualified, did not submit required documents within the thirty (30) working days limitation, pursuant to Item 10.
- e. The applicant enrolled in a non-credit internship program and/or received stipends through other sources of funding.
- f. The scholarship and/or financial assistance funds have been depleted. Continuing and/or eligible applicants who were denied due to lack of funds shall be deemed a priority upon availability of funds.
- g. The applicant exceeded the maximum number of funding period pursuant to Item 9.
- h. The applicant applied incomplete grades towards earning appropriate credit hours.

13. RESTRICTIONS ON USE OF ALL TIIS TSOH SIKAAD CHAPTER SCHOLARSHIP AND FINANCIAL ASSISTANCE.

- 1. The recipient admitted to a post-secondary institution outside his or her State of residence, except Arizona, New Mexico, Utah or institution which have an in-state tuition agreement with the Navajo Nation shall pay the difference between the in-state cost of tuition and the out-of-state cost of tuition, unless the course of study is not available in-state.
- 2. The recipient shall not use the scholarship and/or financial assistance funds to pay for tuition, travel or per diem expenses relating to short-term make-up courses, professional examinations or membership dues to professional associations, without prior approval by Tiis Tsoh Sikaad Chapter.
- 3. Use of all Tiis Tsoh Sikaad Chapter scholarship and financial assistance funds shall be restricted to the fifty (50) states unless an applicant/recipient resides in a foreign country due to military service or unless foreign studies are a requirement of an applicant/recipient's major.
- 4. All recipients shall attend the institution specified on the Award Letter. A recipient shall not transfer from the institution specified on the award letter without prior notification to the Tiis Tsoh Sikaad Chapter.
- 5. Tiis Tsoh Sikaad Chapter scholarship and financial assistance funds shall not be awarded to applicants on a non-credit internship program and/or receiving stipends through other sources. Upon prior approval by the Tiis Tsoh Sikaad Chapter. Tiis Tsoh Sikaad Chapter scholarship and financial assistance may be awarded to help supplemental recipients who

have demonstrated financial need on a credit generating internship program, receiving no stipends through other sources.

6. All recipients shall only utilize Tiis Tsoh Sikaad Chapter scholarship and financial assistance to cover direct educational expenses, limited to tuition fees, book fees, lab fees, housing, meals and transportation necessary to support the student attending a college, university or vocational school.
7. All applicants shall pursue one degree at the undergraduate, graduate and post-graduate level. An applicant may pursue double degrees at the baccalaureate and associate level, provided that the additional degree is at no added cost to the Tiis Tsoh Sikaad Chapter.

14. MISUSE OF ANY TIIS TSOH SIKAAD CHAPTER SCHOLARSHIP AND FINANCIAL ASSISTANCE FUNDS.

1. The recipient of Tiis Tsoh Sikaad Chapter scholarship and/or financial assistance funds who misuse said funds shall be denied additional scholarship and/or financial assistance awards for one (1) academic year and shall repay the total amount of misused funds.
 - a. The following shall constitute misuse of any Tiis Tsoh Sikaad Chapter scholarship and financial assistance program monies.
 - i) Violating any of the encumbered restrictions provided in Item13.
 - ii) Using any Tiis Tsoh Sikaad Chapter scholarship and/or financial assistance funds to repay any past due debts and/or loans.

15. APPELLIATE PROCEDURES

1. The Tiis Tsoh Sikaad Chapter's policy is to provide a process for any student to Communicate and resolve their scholarship/financial assistance concerns and complaints. The Tiis Tsoh Sikaad Chapter shall make every administrative effort to correct all concerns and complaints by any applicant and/or recipient administratively. The following shall be the Tiis Tsoh Sikaad Chapter scholarship/ financial aid appellate process and shall apply to Tiis Tsoh Sikaad Chapter Scholarship and Financial Assistance programs.
 - a. The appealing party shall file or post mark a written appeal with the Tiis Tsoh Sikaad Chapter within (10) working days after postmarked date of the award/denial letter; the written appeal shall contain the following information.
 - i) The full name, address, and Social Security Number of the applicant making the appeal; and
 - a. A clean and concise statement of the acts, pertinent dates, compliant to be considered and supporting documents with a phone number or email address for Tiis Tsoh Sikaad Chapter to contact appellant.
 - b. The letter requesting appeal shall be directed to:

Tiis Tsoh Sikaad Chapter
P.O. Box 7359
Newcomb, New Mexico 87455

- b. The applicant requesting appeal may at any time during the appellate process, seek legal counsel in reference to said process, at his or her own expense.
- c. Upon reviewing the letter requesting an appeal, the Tiis Tsoh Sikaad Chapter shall contact the student/appellant by telephone or letter to attempt to resolve within (10) working days of receiving the letter requesting appeal.
- d. If Tiis Tsoh Sikaad Chapter does not conduct a conference within the specified ten (10) working days, the appealing party automatically wins the default contingent upon the availability of funds.
- e. If a conference is held, yet there is still to resolve the applicant's file shall be forwarded to the Chapter Officials within 5 working days.
- f. The Chapter Officials shall convene a hearing at their earliest schedule time.
- g. The student/appellant must receive notification of the scheduled hearing date five (5) working days prior to the hearing.
- h. The Chapter Officials shall determine whether facts exist which constitutes any violation(s) or non-compliance or any requirement and may also dismiss any requests for an appeal which lacks sufficient facts to constitute a violation of non-compliance and may also reverse any decision by the Tiis Tsoh Sikaad Chapter if said decision is found by the Local Governance Support office to be in violation of or con-compliance with any requirements.
- i. The student must submit a consent form to release his/her information to the Local Governance Support Office prior to the scheduled hearing.
- j. Neither the appealing applicant nor any Tiis Tsoh Sikaad Chapter staff shall contact any Chapter Officials regarding the appeal prior to a schedule meeting, without the other party to the appeal being present.
- k. The decision of the Chapter Officials shall be final and this final decision shall be issued no later than two (2) working days after the appeal is heard.

16. VOCATIONAL EDUCATION PROGRAM

1. Establishment and Purpose

The Vocational Education Program is hereby established to assist eligible Navajo students pursuing an Associate of Applied Science or Vocational Certificate at a regionally accredited institution.

2. Eligibility

- a. Applicant will comply with Tiis Tsoh Sikaad Chapter application procedures and deadlines.
- b. Applicant shall be enrolled full-time in a regionally accredited institution.

3. Program Guidelines

- a. Funding for this program shall be based on demonstrated financial need of the applicant.
- b. A course checklist will be submitted along with the application for monitoring purposes.

17. TIIS TSOH SIKAAD CHAPTER TEACHER EDUCATION PROGRAM

1. Purpose

The purpose of the Tiis Tsoh Sikaad Chapter Teacher Education Program is to increase the number of certified Navajo teachers.

2. Tiis Tsoh Sikaad Chapter priorities.

- a. Priority preference shall be given to applicants fluent in the Navajo Language and wishing to teach on the Navajo Nation.
- b. Priority preference shall be given to applicants who are paraprofessional and/or Head Start staff currently teaching in the education systems on the Navajo Nation whom is a registered voter of Tiis Tsoh Sikaad Chapter.
- c. Head Start staff pursuing an Associate of Arts or Science and/or Bachelor degree in accordance with Head Start Policies and Procedures.

3. Special Eligibility

The applicant shall be eligible for the Tiis Tsoh Sikaad Chapter Teacher Program upon meeting the following criteria.

- a. Speak the Navajo language and/or agree to become literate in the Navajo language: and
- b. Have been accepted into an undergraduate four (4) year Teacher Education Program.
- c. Have been regularly accepted into a post-baccalaureate program for Teacher Licensure including the Navajo Bilingual/ESL and Navajo Language Endorsement Program.

18. PART-TIME FINANCIAL ASSISTANCE

1. Purpose

The purpose of the Part-time Financial Assistance is to provide financial assistance to eligible Tiis Tsoh Sikaad registered voter applicants that are not full-time graduate or undergraduate students. All Tiis Tsoh Sikaad Chapter programs not specifically reserved for full-time students shall allow for Part-time Financial Assistance. Assistance maybe considered other funding other than the specified Tiis Tsoh Sikaad Chapter scholarship/financial assistance.

2. Guidelines for Undergraduate Level.

- a. All awards shall be limited to in-state institution tuition rates and fees, books and supplies, unless the student is participating in the Teacher Education Program.
- b. The part-time applicants shall sign and submit the Tiis Tsoh Sikaad Chapter application, in addition to other required documents.
- c. The official grade report or transcript shall be submitted to the Tiis Tsoh Sikaad Chapter no later than thirty (30) working days after the completion of the academic term for continued eligibility.

3. Guidelines for Graduate Level.

- a. All financial disbursements for the Part-time financial assistance shall be on a term by term basis.
- b. The official grade report or transcript shall be submitted to the Tiis Tsoh Sikaad Chapter no later than thirty (30) working days after the completion of the academic term for continued eligibility

Tiis Tsoh Sikaad Chapter Policy & Procedures dated October 1, 2014.

ACKNOWLEDGED:

Print Name

Signature

Date