Chapter 8

Kayenta Township Scholarship Application Policy and Procedures

KAYENTA TOWNSHIP SCHOLARSHIP
APPLICATION POLICY AND PROCEDURES

Purpose:

This policy is to provide financial aid eligibility, scholarship requirements, and application procedures. The Kayenta Township ("Township") will use this policy and these procedures to determine eligibility for Kayenta Chapter or Township students who request financial assistance for educational purposes. The amount of the award will be dependent on the availability of funding. Funding availability is at the sole discretion of the Kayenta Township.

Eligibility for Township Scholarships:

1. The Applicant's eligibility will be considered based on satisfying the following requirements:

   a. The applicant must be a registered voter of the Township or the Kayenta Chapter and if not registered or if under the age of 18, his or her parent(s) must be registered voters of the Township or Kayenta Chapter and provide proof of such registration.

   b. The applicant must be a high school graduate (or have an equivalent of a G.E.D.) with a Grade Point Average ("GPA") of at least 2.0 on a 4.0 scale.

   c. The applicant's cumulative GPA must be as stated, with priority given to those students with the highest cumulative GPA.

   d. The applicant must be enrolled part or full time in a graduate or undergraduate degree or certificate program at a recognized and/or accredited institution, including universities, colleges, technical institutions and vocational schools.

   e. The applicant must maintain satisfactory academic progress toward a degree or certificate and must meet the written standard of satisfactory progress for his/her school.

   f. Early withdrawal or misuse of scholarship funds will disqualify a student from any future scholarship funds for a period of at least one school year. Depending on the circumstances surrounding the withdrawal, the student may be required to repay the Township.

   g. Applicants shall adhere to deadlines and timely submit all required documents to be eligible for consideration.

   h. Applicants who have met all requirements and deadlines will be prioritized according to need, merit and other relevant factors, and selected for scholarships until budgeted resources have been exhausted.

   i. No one shall have a contract, property, due process, fundamental, or other right to scholarship assistance. Any such assistance may be granted or withheld in the sole discretion of the Township.

Application Process:

1.   All students must submit the following documents:

    a.   A completed and signed Scholarship Application.
    b.   A certified copy of a Certificate of Indian Blood ("CIB") showing eligibility for membership in the Navajo Nation.
    c.   Proof that Applicant, or if under the age of 18 his or her parent(s), is a registered voter of the Kayenta Township or Kayenta Chapter.
    d.   An official school transcript or electronic transcript (high school and/or college or university transcripts, as appropriate).
    e.   Submit a letter of admission.
    f.   Letter of interest
    g.   A 250 word biography of applicant with current photo
    h.   Social Security Card-copy.
    i.   Valid Driver License or ID (government issued)-copy.
    j.   Federal IRS W-9 Form completed
    k.   A 500 word essay describing how the Applicant's education will benefit the community.
    l.   One or more letters of recommendation are encouraged but not mandatory to support student's application. Recommendations may determine the best candidates if there is a large number of student applicants.
    m.   Proof of outstanding educational awards will also support the student's application.

2.   Incomplete applications will be rejected.
3.   Applications received after the deadline date will not be considered.

Review and Selection Process:

1.   Any elected official of the Navajo Nation, the Kayenta Township Commission, and the Township staff shall not participate in the consideration of applications submitted by relatives or otherwise show favoritism to their own relatives.

2.   The Human Resources Department shall administer the scholarship program. The administration of the program will include the following:

    a.   Receive, review, record and secure all documentation.
    b.   Identify any missing documents; though it is not required, the coordinator may contact the applicant for clarification.
    c.   Maintain a summary sheet of applications received.
    d.   Maintain a summary sheet of the scholarship budget.
    e.   Provide quarterly summary reports to the Town Manager.
    f.   Review of qualified applicants will be summarized and provided to the

g. Town Manager and/or the Commission for scholarship fund approval at least 15 days prior to the start of each semester.

3. The amount of a scholarship award will be paid directly to the scholarship applicant, who shall be responsible for any tax reporting or payment obligations.

END

The Kayenta Township Commission

P.O. Box 1490 Kayenta, AZ 86033 Telephone: (928) 697-8451 FAX (928) 697-8461 www.kayentatownship-nsn.gov

Kayenta Township Scholarship & Financial Assistance

Term applying for:

2021 Fall (due Friday, July 30, 2021 by 4:00pm)

Send documents to the Kayenta Township Office:

Kayenta Township
Attn: Scholarship
P.O. Box 1490
Kayenta, Arizona 86033 or email: glaughter@kayentatownship-nsn.gov

Date:	Applicant Name: (Last) (First)		(Middle Initial)	(Maiden Name)
SSN:	**Are you a Veteran?** **Are you Handicapped/Disabled?**		**(Phone No. (s) Home:** **Mobile:**	
Mailing Address: *If mailing address changes, please contact Kayenta Township immediately and provide new address:*				
City:	**State:**	**Zip Code:**	**E-mail Address:**	
Census No.	**Date of Birth:**	**Marital Status:**	**No. Of Dependents:**	**Gender:** **Male OR Female**
Chapter House Affiliation: (REQUIRED INFORMATION)			**Are you a registered voter of the Kayenta Township or Kayenta Chapter? YES OR NO**	
High School or G.E.D. Center: (Name & Location)			**H.S. Diploma or G.E.D. Received:** **Month/Year:**	
College or University You Will Attend: (Name, City, State, Zip)			**Type of Term: (Circle One)** **Semester Quarter Trimester**	
(Circle one) Full time or Part Time **# of credit hours**			**Online Institution: (Circle One)** **Yes No**	

Type of Degree you will earn while attending college: (Circle One)	**Certificate / A.A.S.**	**Associates: A.A. / A.S / A.A.S.**	**Bachelors: B.A. /**	**Masters: M.A. / M.S.**	**Doctorate: Ed.D / M.D./ Ph.D. /J.D.**

College Classification: (Circle One) **FRESHMEN SOPHOMORE JUNIOR GRADUATE POST- GRADUATE**	
Undergraduate / Graduate: (REQUIRED INFORMATION) **Major:**	**Anticipated Date of Graduation:** **Month/Year:**
Graduates ONLY: (REQUIRED INFORMATION) Program or Department	**Anticipated Date of Graduation:** **Month/Year:**
My enrollment status will be: (Check one) **Undergraduate Full-Time** 12 credit hours or more **Graduate Full-Time** 9 credit hours or more	
Have you received a Kayenta Township Scholarship before? Yes No	**IF Yes, When and What Institution:**

OFFICE USE ONLY

DATE	AWARD	FALL	WINTER	SPRING	SUMMER	TERM	INITIAL

Revised 02-08-21

Term	Deadline Date
FALL	July 30, 2021 4:00pm

Applicants need to submit the following documents to determine eligibility on/or before deadline dates:

1. All applicants must submit the following documents.
    a. A completed and signed Scholarship Application
    b. A certified copy of a Certificate of Indian Blood ("CIB") showing eligibility for membership in the Navajo Nation.
    c. Proof that Applicant, or if under the age of 18 his or her parent(s), is a registered voter of the Kayenta Township or Kayenta Chapter.
    d. An official transcript or electronic transcript (high school and/ or college or university transcripts, as appropriate).
    e. Submit a Letter of admission.
    f. Letter of Interest.
    g. A 250 word biography of the applicant and a current photo.
    h. Social Security Card-copy.
    i. Driver's License and or Valid ID-copy
    j. Federal IRS form w-9
    k. A 500 word essay describing how the Applicant's education will benefit the community.
    l. One or more letters of recommendation are encouraged but not mandatory to support student's applications. Recommendations may determine the best candidates if there is a large number of student applicants.
    m. Proof of outstanding educational awards will also support the student's application.
2. Incomplete applications will be rejected.
3. Applications received after the deadline will not be considered.

Report any changes in status including marital status, name, income, enrollment or withdrawal and transfer status to Kayenta Township.

If and when this application is approved, I will abide by all Kayenta Township Scholarship policies and give permission to the Kayenta Township Scholarship to receive my transcripts and financial aid information:

Student Signature:_____   **Date:**_____
                 (Required)