

FALL SCHOLARSHIP APPLICATIONS OPENS: July 1, 2025 @ 8:00 AM and CLOSES August 19, 2025 @ 3:00 PM

K. Each Student is to Attend 3 Chapter Meetings. NN Council Resolution. CJA-01-22 End of Covid

UPCOMING IN-PERSON MEETINGS: *MEETING DATE SUBJECT TO CHANGE/CALL BEFORE MEETING DATE: 505-786-2130

____ **Planning Meeting: July 01, 2025 at 12 Noon** ____ **Planning Meeting: Tuesday, August 5, 2025 at 12 Noon**
____ **CLUPC Meeting: July 18, 2025 at 10 am** ____ **CLUPC Meeting: August 15, 2025 at 10 am**
____ **Regular Meeting: July 15, 2025 at 12 Noon** ____ **Regular Meeting: Tuesday, August 19, 2025 at 12 Noon**

____ **Planning Meeting: Tuesday, September 2, 2025 at 12 Noon**
____ **Regular Meeting: Tuesday, September 16, 2025 at 12 Noon Applications Approval**

CHAPTER WILL NOT ACCEPT INCOMPLETE APPLICATIONS

CROWNPOINT CHAPTER

HIGHER EDUCATION ASSISTANCE (CCHFA) RECIPIENT COVER SHEET

NAME: _____ DATE: _____

_____ APPLICATION COMPLETED	_____ NN VOTERS REGISTRATION 6 MOS
_____ SIGNED POLICIES AND PROCEDURES	_____ SOCIAL SECURITY CARD
_____ SIGNED AUTHORIZATION RELEASE OF INFO	_____ TRANSCRIPT H.S./COLLEGE UNOFF
_____ ENROLLMENT VER/LETTER OF ACCEPT	_____ VALID IDENTIFICATION
_____ CERTIFICATE OF INDIAN BLOOD	_____ CLASS SCHEDULE CURRENT wCREDITS

DOCUMENTS CHECKED BY: _____
Chapter Staff Date

IF COMPLETED THE APPLICATION AND DOCUMENTATIONS WILL BE PRESENTED TO THE CHAPTER OFFICIALS FOR APPROVAL AT THE DULY CALLED CHAPTER MEETING. IF NOT COMPLETED IT WILL BE DISAPPROVED.

APPROVED ☐
DISAPPROVED ☐

Chapter Official Initials

Community Service Coordinator

PROCESSING OF APPROVED APPLICATION

_____ CHAPTER MINUTES ATTACHED	
_____ FUND APPROVAL FORM	
_____ COPY OF CHECK	
_____ CHECK FOR SIGNATURES	_____ Accounts Maintenance Spec.

NOTES

SSN:	CENSUS#	Legal Name: (Last Name, First, Middle Initial)	
Current Mailing Address: City/State/Zip Code			Current Telephone Number:
Permanent Home Address: City/State/Zip Code			Message Telephone Number :
School E-Mail Address:			
Date of Birth	Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>	Marital Status:	Number of Children:
Are you a Veteran? yes <input type="checkbox"/> no <input type="checkbox"/>		Are you a registered voter of Crownpoint Chapter? Must provide proof of voter registration 6 mos. yes <input type="checkbox"/> no <input type="checkbox"/>	
Mother's Name		Address: City/State/Zip	Chapter Registered with:
Father's Name		Address: City/State/Zip	Chapter Registered with:

EDUCATIONAL INFORMATION

Prior University or High School recent graduate : Name/City/State		Month & Year of Graduation or GED Certificate:	
College Classification: Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Post-Graduate <input type="checkbox"/>	College, University, or School you plan to attend: Name/City/State		
	Major:		Type of Degree Seeking:
	Letter of Acceptance? yes <input type="checkbox"/> no <input type="checkbox"/>	Chapter Minutes? yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	Amount of Request: \$ <u>Depends on availability of funds</u>
	Name of College / University Last Attended	Month & Year	Have you received Navajo Nation Scholarship before? yes <input type="checkbox"/> no <input type="checkbox"/> If yes, when? _____
	* Please submit your recent transcript that you were funded for.		Institution: _____
Have you received Chapter Scholarship before? yes <input type="checkbox"/> no <input type="checkbox"/> If yes, when? _____			

I certify that the information provided is correct to the best of my knowledge.

Signature		Date	
Check Off List for Completion; <input type="checkbox"/>	Current Higher Educ Application <input type="checkbox"/>	<input type="checkbox"/>	Signed Policies & Procedures Memo
<input type="checkbox"/>	Verification of enrollment <input type="checkbox"/>	<input type="checkbox"/>	Transcript
<input type="checkbox"/> Valid Identification Card	<input type="checkbox"/> Verification of Voter Regist. 6 Mos	<input type="checkbox"/>	Census Number (CIB)
<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Registration Form/Class Schedule	<input type="checkbox"/>	Permission for Verification Form
DOCUMENT CHECKED BY: _____			

MEMORANDUM

DATE:

TO:

All Crownpoint Chapter Higher Education Assistance (CCHEA)
Recipients

FROM:

Crownpoint Chapter

SUBJECT:

Understanding of Obligation of the Crownpoint Chapter Higher
Education Assistance (CCHEA) Policies and Procedures.

I, _____, have read and understood the Crownpoint Chapter
Higher Education Assistance (CCHEA) Policies and Procedures.

I, _____ understand that upon my award of the Crownpoint
Chapter Higher Education Assistance (CCHEA), I am obligated to utilize the funds for my
educational expenses as specified in the Crownpoint Chapter Higher Education Assistance (CCHEA)
Policies and Procedures. I also understand that as specified in the Crownpoint Chapter Higher
Education Assistance (CCHEA) Policies and Procedures that I will be obligated to repay the awarded
funds if I misuse the funds or if I withdraw from school unofficially and without notification to the
Crownpoint Chapter.

SIGNATURE:

Student Signature

Date

Parent Signature, if minor

Crownpoint Chapter
Higher Education Assistance (CCHEA)
P.O. Box 336
Crownpoint, New Mexico 87313

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, hereby authorize the Navajo Nation through the Crownpoint Chapter Higher Education Assistance (CCHEA) to obtain all necessary information for completion of my application for financial assistance including information on my enrollment, grades and attendance. I understand and acknowledge this information will be used in determining my eligibility for the Crownpoint Chapter Higher Education Assistance (CCHEA) through the Crownpoint Chapter.

SIGNATURE: _____
Applicant

DATE: _____

CROWNPOINT CHAPTER HIGHER EDUCATION ASSISTANCE (CCHEA)

Table of Content

I.	Authorization	2
II.	Mission Statement	2
III.	Applicable Laws	2
IV.	Purpose	2
V.	Policy	3
VI.	Role of the Students	4
VII.	Role of the Chapter Staff	4
VIII.	Dates	5
IX.	Eligibility	5
X.	Required Documents for Applicants	5
XI.	Award Amounts	6
XII.	Probation / Repayment	6
XIV.	Amendments	7-8
XIII.	Appendix	
	Memorandum: Understanding	9
	Cover Sheet for Crownpoint Chapter Scholarship	10
	Crownpoint Chapter Scholarship Application	11
	Authorization for release of information	12
	Crownpoint Chapter Scholarship Pamphlet	13-14

CROWNPOINT CHAPTER
HIGHER EDUCATION ASSISTANCE (CCHEA)

I. AUTHORIZATION

- A. Pursuant to 26 N.N.C. Section 101 (A), the Crownpoint Chapter has formulated, implemented, and operate by the Five Management System to ensure accountability and has developed policies and procedures for the Crownpoint Chapter Higher Education Assistances (CCHEA) for educational expenses.
- B. Such as: "Pursuant to Crownpoint Chapter **Resolution CPC 24-07-01** the amendments, to the Crownpoint Chapter Higher Education Assistance policy are hereby effective as of the date of the resolution. "

II. MISSION STATEMENT

The Mission of the Crownpoint Chapter is to provide financial assistance in the form of Crownpoint Chapter Higher Education Assistance to the Registered Community Members for their higher educational goals utilizing the Budgeted Scholarship funds.

- A. The Crownpoint Chapter will make the initial investment to educate our Registered Community Members and provide an opportunity for each student to obtain employment in the area of study.
- B. The Crownpoint Chapter is pledging a sincere commitment to provide educational opportunities in the form of Higher Education Assistance, Employment, and making the initial investments to the Registered Community Members to build a strong foundation for the Community and the Navajo Nation.
- C. The major objective of the Crownpoint Chapter is to encourage the Registered Community Members to obtain a degree / licensure/certificate/ in a respective field of study.

III. APPLICABLE LAWS

- A. The Crownpoint Chapter shall comply with all applicable State, Federal, and Navajo Nation laws such as the Navajo Nation Privacy and Access to Information Act.

IV. PURPOSE

- A. The purpose of the Crownpoint Chapter Higher Education Assistance (CCHEA) Policies and Procedures is to provide the guidelines to the Chapter in administering educational funds for the Registered Community Members who are continuing and pursuing a higher education.
 - 1. The Student may use funds to pay for expenses such as tuition, books, school supplies, transportation or room and board.

2. The Student may use funds for graduation expenses such as cap & gown, tassel, and etc.

V. POLICY

- A. All potential applicants that are requesting Higher Education Assistance for educational purposes shall abide by these policies and procedures.
- B. The Chapter will announce Scholarship funding availability.
- C. The Registered Community Member will obtain an application and submit all documents each time by the required deadline date. (Documents have expiration dates)
- D. Completed applications will be submitted for review to the Crownpoint Higher Education Assistance (CCHEA) Committee.
- E. All completed applications with required documents will be submitted to the Regular Chapter Meeting for approval by Community Registered Members.
- F. If the student cannot attend a Regular Chapter meeting, Chapter Planning meeting, CLUPC meetings or a CCHEA sponsored applicant meeting, they can be represented by family member.
- G. The applications for the Crownpoint Chapter Higher Education Assistance (CCHEA) will not be available until the opening dates (see opening dates in item VIII).
- H. The Chapter shall accept signed NEW applications, thru walk in, postal service, email and fax. Fees are the responsibility of the applicant.
- I. The Student shall submit all required documents to the Chapter Administration as described in Section X of this policies and procedures or it shall be considered **incomplete and denied**.
- J. Each student is to attend 3 Chapter meetings or planning meetings, or CLUPC, or CCHEA meetings for each semester.
- K. **SPECIAL ATTENTION:** Each student will be assisted once each fiscal year. However, upon the availability of funding and if a student maintains the required grade point average as described in Section VI (E), the student may be eligible for additional Higher Education Assistance within the same fiscal year, and an applicant will no longer be eligible to receive the chapter scholarship once they receive a bachelors, or Masters, or Doctorate, or PHD, or Dual Programs degrees.
- L. Each application shall be reviewed by Crownpoint Chapter Higher Education Assistance Committee (CCHEA) and will be held in compliance with the privacy act.

VI. RESPONSIBILITY OF THE STUDENTS;

- A. The Student shall come to the Chapter to obtain an application and submit all required documents each time, this is the responsibility of the student. Submittal original, xerox

copies and completed application packet or fax confirmation sheet, or email is the responsibility of the student.

- B. The Student shall conduct HIM/HER self in a professional and respectful manner as well as the parent(s) who are representing their student.
- C. The Student shall be present or represented at the Regular Chapter Meeting, Planning Meeting, CLUPC meeting, and CCHEA sponsored applicant meeting, as scheduled.
- D. The Student shall submit a final grade college transcript or unofficial at the end of each awarded semester to the Chapter Administration.
- E. The Student shall maintain a minimum grade point average of 2.5 undergraduate or 3.0 for graduate. Failure to do so will result in procedures set forth and Section XII.
- F. The Student shall maintain the credit hours reported on the application and have adequate attendance.

VII. ROLE OF THE CHAPTER ADMINISTRATION.

- A. The Chapter Administration will review and accept only completed current scholarship applications signed with current supporting required documents and will not compile missing documents.
- B. The Chapter Administration will be responsible for all required documents after being stamped and received from the applicant.
- C. The Chapter Administration shall accept signed applications thru walk in, postal services, email and fax. Fees are the responsibility of the applicant.
- D. The Chapter Administration shall provide applications upon opening dates to all requesting students.
- E. The Chapter Administration shall inform the students of the Chapter Meeting dates.
- F. The Chapter Administration shall safeguard all official documents and file them according to the Five Management System, Record Management Policies and Procedures.
- G. The Chapter Administration shall make periodic and random verifications on all Crownpoint Chapter Higher Education Assistance (CCHEA) recipients for attendance and adequate academic progress.
- H. The Chapter Administration has within ten (10) working days after the Chapter Meeting to process checks for the Students.
- I. The Chapter Administration will write the check payable to the Student, unless the Chapter Administration deems it necessary to draft the check payable to the school. A written note

is needed if a member of your family is going to pick up check for student. Note must be signed by student and dated. State photo identification card and signature of the person picking up check will be needed.

VIII. DATES

The date will vary based on Fund Availability for Crownpoint Chapter Scholarship.

A. OPENING DATES:

1. Spring Semester --December 1st
2. Summer Semester --May 1st
3. Fall Semester --July 1st

B. DEADLINE DATES:

1. Spring Semester –Third Tuesday of the January month.
2. Summer Semester –Third Tuesday of the June month.
3. Fall Semester –Third Tuesday of the August month.
4. If the closing date falls on a holiday, the due date will be the next business day.

IX. ELIGIBILITY:

- A. The Student must be a registered voter of the Crownpoint Chapter for at least 6 months.
- B. A student under 18 years old, a parent must be a registered voter of the Crownpoint Chapter for 6 months and attend 3 meetings; and all applicants 18 years and older shall attend three (3) Regular Chapter, Planning meeting, CLUPC meeting , CCHEA meeting prior to applying.
- C. The Student must be enrolled full-time or part-time in an accredited college, university, vocational institution, technical school including online classes.
- D. The Student must be a member of the Navajo Nation with a census number.
- E. Sections V, VI, VIII, X, and XII will apply for eligibility.

X. REQUIRED DOCUMENTS FOR APPLICANT:

- A. Accurately completed and signed Crownpoint Chapter Higher Education Assistance (CCHEA) application with a received date stamped by the Chapter Administration.
 1. Social Security Card
 2. Certificate of Indian Blood Navajo Census Number over 18 years old
 3. Navajo Nation Chapter Voter Registration Card 6 months prior
 4. High School Transcript for recent graduates, Unofficial College Transcript, Etran-script, Official or Unofficial Transcripts

5. Current Class Registration/Schedule with school name
6. Current enrollment verification or current letter of acceptance.
7. Valid State/School Photo Identification

XI. AWARD AMOUNTS:

The listed award amounts are based on fund availability based on the Navajo Nation Scholarship Allocation and the Chapter Scholarship Budget. If funds are limited, the award amounts shall be reduced.

- A. \$45 X per Credit Hour, not to exceed 12 hours (12cr Full/ 6cr or less Part time), Undergraduate
- B. \$55 X per Credit Hour, not to exceed 9 hours (Graduate Full and Part time)

The Chapter Administration has within ten (10) working days after the Chapter Meeting to process checks for approved students. This funding is just a supplemental funding to help students get back to school. Students have options to apply for other federal funding and other funding opportunities.

XII. PROBATION/REPAYMENT:

The Probation Period shall be two (2) full school year after the awarded semester for any of the following reasons:

- A. The Student withdraws from school, unless for unforeseen circumstances.
- B. The Student GPA falls below 2.5 or C+ (undergraduate) or 3.0 or B (graduate). The Student fails to complete their registered semester and equivalents per semester.
- C. The Student fails to complete their registered semester.
- D. Repayment shall be in the form of money order or cash to the chapter and the chapter shall debit funds back into the Scholarship Funds.
- E. If a student drops classes already paid out by the chapter, that same duplicate classes will not be funded again for a later semester.

XIII. AMENDMENTS

The Crownpoint Chapter Higher Education Assistance (CCHEA) funds Policies and Procedures may be amended as deem necessary by the Crownpoint Chapter.

Any amendments to the Crownpoint Chapter Higher Education Assistance (CCHEA) Policies and Procedures funds may be recommended by any of the Chapter Officials, Chapter Staff or a

community member in written format, attach supportive and argumentative documentation to the Chapter Community Service Coordinator and Chapter Officials for assessment.

All proposed amendments shall be presented by the Chapter President in consultation with Navajo Nation Department of Justice at a Regular Chapter Meeting for final approval with a simple majority vote of the Chapter Membership.

The foundations to add, delete, or revise any section(s) or provision(s) of the Crownpoint Chapter Higher Education Assistance (CCHEA) Policies and Procedures manual would be subject to the following condition(s).

- a. The funding source has changed
- b. The amount of the funding has tremendously increased or decreased
- c. Procedures and requirements for submitting amendments;
 1. Any proposed amendments to the Crownpoint Chapter Higher Education Assistance (CCHEA) Funds Policies and Procedures Manual must be in writing with supportive documentation to the Chapter Community Service Coordinator.
 2. The proposed amendments must be drafted in a legislative format. The new language underline and old language stricken.
 3. The Chapter Community Service Coordinator in consultation with the Navajo Nation Department of Justice and the Office of the Auditor General, will review the proposed amendment to assure compliance with applicable Federal, State and Navajo Nation laws, (necessity of realistic)
 4. If requirements 1, 2, and 3 above are met, the Chapter Community Service Coordinator will forward the proposed amendments to the Chapter Official for review and discussion at a regular scheduled planning meeting.
 5. If the proposed amendment(s) are favorable by the Public input process, the Chapter Officials will forward the recommendations to the Chapter Membership for approval or disapproval at a regular scheduled Chapter Meeting with a simple majority vote.
 6. Upon approval, the Chapter Community Service Coordinator will make all recommended changes to the Crownpoint Chapter Higher Education Assistance (CCHEA) Funds Policies and Procedures with a supporting resolution.