



**NAGEEZI CHAPTER
EASTERN NAVAJO AGENCY
DISTRICT 19**

Policy Number: NAG - 03	Policy Name: Student Educational Financial Assistance (SEFA) Policy & Procedures		
Fund Code: 13&14-6721	Policy Revision Date: 3/13/2009, 4/10, 5/10, 2/6/13, 01/08/20		Page 1 of 2
Policy Approval Date: 4/5/09, 5/7/10, 8/10, 5/10, 3/16, 02/02/20 (Resolution NC-20-038)			

I. PURPOSE:

Student Educational Financial Assistance (“SEFA”) is to provide financial assistance to eligible Navajo students from Nageezi Chapter by supplementing cost associated with educational expenses while attending an accredited college, university, or vocational school. The intent is to support and motivate our students to pursue their higher education goals. The objective is for the students to return to the community upon graduation to assist and apply their higher education to benefit the continuing development and progress of the Nageezi Chapter and community.

II. ELIGIBILITY:

- A. Pursue a Vocational Certificate, Associate Degree, Bachelor Degree, Master Degree, or Doctorate Degree.
- B. Be a registered voter of Nageezi Chapter for a minimum of six (6) months. If the applicant is 17 years old or younger; one of the parents or guardians must be a registered voter of Nageezi Chapter. And if one of the parents or guardians is a registered voter at another chapter, the chapter administration shall verify if the student has applied for SEFA at that chapter.
- C. Application and the following documents must be submitted to Chapter Administration prior to a Chapter Planning Meeting:
 - 1. Copy of a recent transcript,
 - 2. Letter of Admission or Verification of Enrollment from College, University, or Vocational School,
 - 3. Copy of a class schedule for the semester the student is applying for SEFA,
 - 4. Copies of Social Security Card & Certificate of Indian Blood, if you have not applied for SEFA,
 - 5. If over 18 years old, a copy of verification that he or she is a registered voter of Nageezi Chapter (e.g., Navajo Nation Voters Registration Receipt or a letter from the Navajo Nation Election Office), and
 - 6. W-9

Application and documents can be hand carried, mailed, faxed, or emailed

III. PROGRAM GUIDELINES:

Chapter Administration shall administer the disbursement of Student Educational Financial Assistance Funds based of availability of funds and pursuant to the following program guidelines:

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1. SEFA applications will only be accepted for Fall and Spring Semesters. Application must be submitted for each semester.
2. GPA must be at least 2.0
3. Classification of Awards:
 - a) **\$150.00** for GED
 - b) **\$300.00/semester** for Part-Time Undergraduate or Vocational Student (9 or less credit hours)
 - c) **\$500.00/semester** for Full-Time Undergraduate or Vocational Student
 - d) **\$500.00/semester** for Part-Time Graduate Student (6 or less credit hours)
 - e) **\$800.00/semester** for Full-Time Graduate Student or PhD candidate
4. Deadlines for submission of SEFA applications:

Fall Semester – **August 31st**
Spring Semester – **December 31st**
5. Applicant must be present at the Regular Chapter meeting when his or her application goes before the Chapter Membership
6. Proxy will be allowed if the student is unable to attend the Regular Chapter Meeting due to current enrollment status or employment
7. SEFA recipients may be requested of volunteer services to help with various chapter events or projects.

IV. DISQUALIFICATION:

Nageezi Chapter administration shall determine an applicant ineligible for any of the following reason:

1. Failed to comply with the general requirements or specific program guidelines.
2. SEFA recipient withdrawing from course(s) without proper reason. (Ineligible for two (2) consecutive semesters)
3. SEFA recipient uses the financial assistance other than educational purpose such as purchase of vehicles or household items. (Ineligible for two (2) consecutive semesters)
4. SEFA recipient receives another SEFA from another chapter for the same semester. (Ineligible for two (2) consecutive semesters)

V. PRIVACY ACT STATEMENT:

Nageezi Chapter recognizes that it collects and maintains confidential information relating to its chapter membership, and is dedicated to ensuring the privacy and proper handling of this information (*specifically social security number, birth date, Certificate of Indian Blood, and DD-214*). This requirement is in compliance with the Privacy Act of 1974 (Public Law 93-579) to protect personal information on an individual citizen.

VI. AMENDMENTS:

SEFA Policy and Procedures may be amended as deemed necessary by Chapter Administration and Chapter Officials. Final approval by Nageezi Chapter Membership at a duly called Regular Chapter Meeting.

FOLDER CHECKLIST
STUDENT EDUCATIONAL FINANCIAL ASSISTANCE
(FOR OFFICE USE ONLY)

Applicants Name

Date application was submitted

APPLICATION AND REQUIRED DOCUMENTS

- | | |
|---|--|
| 1. Complete Application | ☐ YES ☐ NO |
| 2. Letter of Admission or Verification of Enrollment | ☐ YES ☐ NO |
| 3. Copy of most recent College Transcript or at the end of Semester/Quarter/Trimester | ☐ YES ☐ NO |
| 4. Current Class Schedule | ☐ YES ☐ NO |
| 5. Copy of Social Security Card | ☐ YES ☐ NO |
| 6. W-9 Form | ☐ YES ☐ NO |

VERIFICATIONS

- | | |
|---|--|
| 1. Registered Voter of Nageezi Chapter | ☐ YES ☐ NO |
| 2. Balance of Student Education Financial Assistance Fund: \$ _____ | |

Application Reviewed By: _____
Account Maintenance Specialist (AMS) _____
Date

Recommended to be forwarded to the Nageezi Chapter Planning Committee

Community Service Coordinator (CSC) _____
Date

CHAPTER MEMBERSHIP ACTION

Resolution for the Financial Assistance: ☐ Approved ☐ Disapproved Resolution #: _____

Full time: \$500.00 ☐ Part Time: \$300.00 ☐ _____
CSC Signature



**NAGEEZI CHAPTER'S APPLICATION
FOR
STUDENT EDUCATIONAL FINANCIAL ASSISTANCE**

☐ Full Time ☐ Part-Time

TERM(s) APPLYING FOR:

20_____ Fall Semester (Due by August 31) 20_____ Spring Semester (Due by December 31)

Date:		Applicant Name: (Last) (First) (MI) (Maiden Name)			
SSN:		Census No.:	Date of Birth:	Marital Status:	Gender: ☐ Male ☐ Female
Are your registered voter of Nageezi Chapter? (18 yrs. & Older) ☐ Yes ☐ No ☐ NA			Is/Are your parent(s) registered voter(s) of Nageezi Chapter? (17yrs. & under) Father: ☐ Yes ☐ No ☐ NA If no, what Chapter? _____ Mother: ☐ Yes ☐ No ☐ NA If no, what Chapter? _____		
Mailing Address: (PO Box or Street Name & House No.)				Phone No. (s) Home:	
				Mobile:	
City:		State:	Zip Code:	E-Mail Address:	
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 (Check One) ☐ Semester ☐ Quarter ☐ Trimester	
Type of Degree you will earn while attending college: (Check One)		☐ Diploma or Certificate ☐ Associate ☐ Bachelor ☐ Master ☐ Doctorate			
College Classification: (Check One)		☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate ☐ Post-Graduate			
Undergraduate/Graduate Major:				Anticipated Date of Graduation: Month / Year	
Have you received Student Educational Financial Assistance from Nageezi Chapter before? (Check One) ☐ Yes ☐ No					

If and when this Financial Assistance application is approved, I request the check to be: (Check One)

☐ Picked up by myself ☐ Mailed ☐ Picked up by person other than myself: (Name) _____

Receiving Student Educational Financial Assistance from Nageezi Chapter, I will do volunteer services to help with various chapter events or projects.

The information I provided on this application is true, complete, and correct. I have read and fully understand Nageezi Chapter's Student Educational Financial Assistance Program Policy and Procedures, in which I will abide by all Nageezi Chapter's Student Education Financial Assistance Program Policy and Procedures. I give permission to Nageezi Chapter Administration to receive my transcript and other information pertaining to my enrollment.

Student's Signature: _____ Date: _____

Please Submit Following Documents with Application

1. Copy of a recent transcript,
2. Letter of Admission or Verification of Enrollment from College, University, or Vocational School,
3. Copy of a class schedule for the semester the student is applying for SEFA
4. Copies of Social Security Card & Certificate of Indian Blood, if you have not applied for SEFA,
5. If over 18 years old, a copy of verification that he or she is a registered voter of Nageezi Chapter (e.g., Navajo Nation Voters Registration Receipt or a letter from the Navajo Nation Election Office, and
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