

Bahast'ah Chapter
Student Financial Assistance Policy

I. Purpose:

The purpose of the Student Financial Assistance is to defray educational expenses for eligible Bahast'ah community students attending a college, university or vocational institute.

II. Eligibility Requirements:

The financial aid shall be determined based on eligibility, enrollment and academic progress. The student:

- A) Shall be pursuing a degree in Associates, Bachelor, Masters, Doctoral or a vocational certificate.
- B) Shall be a full-time student or part-time student.
- C) Must be a registered voter of Bahast'ah Chapter, if under eighteen (18) years of age BOTH parents shall be registered voters of Bahast'ah Chapter.
- D) Shall maintain a Grade Point Average (GPA) of 2.0 or better.
- E) **If student does not maintain 2.0 Grade Point Average (GPA) they will be put on probationary period where the student is to bring up GPA within the semester that he/she is awarded or lose eligibility for student financial assistance the following semester.**
- F) Shall be automatically ineligible, if Chapter Administration determines falsification of information on application.

III. Program Guidelines:

Bahast'ah Chapter Administration shall determine assistance based upon the availability of funds. The Financial Assistance shall be made pursuant to the following guidelines.

- A. Chapter shall award funds in the following manner:
 - 1. Full-time students carrying 12 hours or more will be awarded \$300.00.
 - 2. Part-time student carrying less than 12 hours will be awarded \$175.00.
- B. The student shall be awarded twice per fiscal year.
- C. Student financial assistance shall be approved by a community membership at a duly called Chapter meeting.
- D. The following documents shall be required:
 - 1. A completed, dated and signed application.
 - 2. A copy of Certificate of Indian Blood and Social Security card.
 - 3. A copy of Bahast'ah voter registration.
 - 4. An original Letter of Admission/Acceptance of a Post secondary institution.
 - 5. A copy of Graduation/Degree checklist.
 - 6. A copy of Class schedule of the semester in which the student is applying for.
 - 7. An original transcript of the previous semester grades.
 - 8. An original Letter of Interest.

IV. Procedures:

All application(s) shall be completed with all required documents before any financial assistance is awarded.

Student Responsibilities:

1. Obtain an application from Bahast'ah Chapter Administration.
2. Application must be completed by the applicant and provide all required documents before the package can be accepted by Chapter Administration.
3. The student shall be present at both duly called Planning/Regular meeting to request on his/her own behalf for approval from the chapter membership.
4. If the student is unable to be present due to circumstances beyond his/her control, then an immediate family member shall be the Representative of the student at both Planning/Regular meeting.

Chapter Responsibilities:

1. Incomplete application will not be accepted.
2. Chapter Coordinator shall prove that the students do have completed applications and supporting documents ready for approval at the next Chapter meeting.
3. The chapter shall not accept any request(s) or additions at the Regular Chapter meeting.
4. The financial assistance check shall be processed and finalized within five (5) working days of approval.
5. The financial assistance check shall be made payable to the student within five (5) working days of approval.

V. Amendments:

Refer to Fiscal Policies and Procedures, Section III (A) to III(C).

VI. Attachments:

Application Sample
Voting Registration Sample
Acceptance Letter Sample
Transcript Sample

Exhibit A
Exhibit B
Exhibit C
Exhibit D