

# **COYOTE CANYON CHAPTER STUDENT FINANCIAL/ENRICHMENT ASISTANCE POLICIES AND PROCEDURES**

## **I. PURPOSE**

The purpose of the Coyote Canyon Chapter Student Financial Assistance is to provide financial assistance to chapter member student by defraying some necessary educational expenses while attending college, university, vocational or technical institution.

Enrichment activities that broaden the learning experience, promote a higher level of thinking, provide a more in-depth exposure to the regular curriculum or utilize supplementary materials beyond the normal range of resources.

## **II. ELIGIBILITY**

- A. Applicants shall be pursuing a degree: Associates, Bachelors, Masters, Doctoral or a Vocational certificate/diploma.
- B. The applicant shall be enrolled as a full-time or part-time student.
- C. The applicant and or parent (if not voting age) shall be a registered voter from the Coyote Canyon Chapter for at least six (6) months.
- D. The applicant shall maintain a Grade Point Average (GPA) of 2.0 or better.
- E. Applicants may reapply every new semester.
- F. Falsification of information on application will make the applicant ineligible for a period of one (1) year.
- G. *Probationary Status:* College Students whom are unable to maintain a grade point average (GPA) of 2.0 or better will be placed on probationary status for one semester and can apply but will need to improve GPA for current semester applying. Should student unable to maintain GPA during probationary period he/she will not be eligible for financial assistance until grade point average is 2.0 or better.

## **III. GUIDELINES**

The Coyote Canyon Chapter Administration shall administer the issuance of student financial assistance based upon the availability of funds. Chapter Student Financial Assistance shall be made pursuant to the following guidelines:

A. Chapter shall award funds in the following manner:

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| 1. Full-time students (12+ credit hours)  | \$ 525.00 |
| 2. Part-time students (1-11 credit hours) | \$ 325.00 |
| 3. Graduate students                      | \$ 700.00 |

B. Student Financial Assistance shall be approved by a certified chapter resolution. The chapter resolution should contain the following information:

1. A completed, signed and dated application.
2. A copy of the Voter Registration.
3. A current Letter of Admissions/Acceptance of post-secondary institution/next semester class schedule.
4. A transcript of the previous semester grades.
5. Continuing scholarships recipients shall submit grade transcript for semester completed and class schedule for the next semester to complete application packet.

**Deadline:**

FALL TERM	JUNE 30th	Application with ALL required documents present at either planning meeting or regular meeting (self or representative)
CONTINUING STUDENT	JULY 31st	Submit grades and class schedule.
WINTER/SPRING TERM	NOVEMBER 29th	Application with ALL required documents present at either planning meeting or regular meeting (self or representative)
CONTINUING STUDENT	DECEMBER 31st	Submit grades and class schedule.
SUMMER TERM	APRIL 30th	Application with ALL required documents present at either planning meeting or regular meeting (self or representative)
CONTINUING STUDENT	MAY 31st	Submit grades and class schedule.
TRI-SEMESTER	WILL BE HANDLED ON A CASE BY CASE BASIS	

#### **IV. STUDENT ENRICHMENT PROGRAM**

Enrichment activities include activities that broaden the learning experience, promote a higher level of thinking, provide exposure to additional subject areas, provide a more in-depth exposure to the regular curriculum or utilize supplementary materials beyond the normal range of resources.

A. Chapter shall award funds only in one of the following manners:

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|---------------|-------------|
| 1. Individual | \$ 2,050.00 |
| 2. Group      | \$ 300.00   |

B. The Student Enrichment Financial Assistance shall be approved by a certified chapter resolution. The chapter resolution shall contain the following information:

1. Student Enrichment Application.
2. More than one individual from one household will be assisted as a group.
3. Letter (official letter heading) indication the purpose, location, date, time.
4. Itinerary or agenda.
5. Listing of participants.
6. Total estimate expense (provide proof contribution documentation of individual/group).
7. Proof of documentation for financial need on college prep courses from the current high school on behalf of the student.
8. One time assistance per year.

C. Extra curriculum assistance shall not be eligible; it does not provide career opportunities such as sporting (basketball, baseball, football, dancing activities, camp, field trips, etc.)

#### **Deadline:**

Enrichment application shall be due one (1) month prior to date of event.

#### **V. PROCEDURES**

- A. Applicant will pick up the Chapter Student Financial Assistance or Enrichment packet at the Coyote Canyon Chapter Administration.
- B. Applicant will be required to complete the application and obtain all required documents.
- C. Completed application shall be submitted to the Chapter Administration to ensure all necessary documents are attached pursuant to Section III (B).

- D. Completed application will be presented to the Chapter Scholarship Committee for approval to be on Regular Chapter Meeting agenda. The Chapter Secretary/Treasurer shall prepare the Chapter Resolution on behalf of the student.
- E. Student requesting financial/enrichment assistance are required to be present at the Regular Chapter Meeting, if not available a letter to the Chapter Administration justifying their absence will be required or presentation must be made by and immediate family member.
- F. Student will be required to become involved with community by donating eight (8) hours of community service per semester. (Acts of service such as quality time at Senior Center, Chapter Community Functions, Research of Improving Community, Presentations, etc.)
- G. Documents received in a timely manner will be acceptable via fax/email. Application process will remain pending until the receipt of the original document. Checks will be issued upon receipt of all documents.
- H. The chapter check shall be made payable to the applicant and mailed within ten (10) business days after the approval by the chapter membership by resolution.

#### **VI. AMENDMENT**

The policy maybe amended from time-to-time upon the recommendation of the Chapter Scholarship and the Chapter Officials and approved by the chapter membership at the duly called regular chapter meeting.