

SAN LUCY DISTRICT  
SCHOLARSHIP FUND POLICIES & PROCEDURES

A. POLICIES

1. San Lucy Education Department has established a Scholarship Fund to assist District members pay for higher education and vocational training expenses such as tuition, books, supplies and living expenses. Applicants are expected to seek other forms of financial aid, such as funds from the Nation, PELL grants, and/or student loans, before applying for District funds. The Scholarship Funds is to provide financial assistance in addition to other types of funding and personal savings and is not intended to cover the complete cost of higher education or vocational training.
2. In order to allocate limited Scholarship Funds among applicants, the Program is available to enrolled members and/or who are registered to vote in San Lucy District; or minors enrolled in San Lucy District whose parent or legal guardian is enrolled in San Lucy District and/or registered to vote in San Lucy District; or minors enrolled in San Lucy District whose legal guardian is not an enrolled member of the Tohono O'odham Nation.
3. An applicant not eligible to receive Scholarship if educational scholarship funds are received from another District. By applying for San Lucy Scholarship Funds, the applicant attests that applicant has not been awarded educational scholarship funds from another District and does not have an application for funds pending with another district.
4. **Applicants must apply for a District scholarship at least two (2) months prior to the period for which funds are requested and must submit proof of acceptance to an accredited school or university with the application.**
5. A student may be awarded up to but not to exceed \$1,500.00 per 12 months period per student and up to a total of \$6,000.00 in a 4-year period under the Scholarship Program. An applicant is limited to one application and one award per academic year. An academic year runs from August 1 through July 31.
6. The Finance Department will issue checks under this Scholarship Program payable to the school or institution. Applicants are advised that it may take up to two (2) weeks for the Finance Department to issue checks. If the two (2) weeks processing time is not available, checks may be issued directly to the student. However, if checks are issued directly to the student, the student is required to provide photo copy of receipts to the Finance Department showing payment to the school or institution. Funds may be disbursed directly to the student to pay for other expenses. However, if funds are issue directly to the

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student for other expenses, the student is required to provide photo copy of receipts within thirty (30) days of purchase demonstrating the use of the funds for requested expenses. If receipts are not turned in within thirty (30) days, student can no longer receive help for an academic year. Any funds remaining after payment of requested expenses shall be returned to the Finance Department.

7. Students are required to maintain contact with the Education Staff during the scholarship period. Students are required to submit a copy of their grades at the end of each semester to the Education Department and are expected to maintain passing grades in courses sufficient to remain in school and complete the grade level for which funds were received.
8. If a student withdraws from a course for which funds were awarded or from a program in an academic year for which funds were awarded, he or she will immediately notify the Education Department. If the student does not have good cause for withdrawing, the student **must** repay the Scholarship Funds and the student **is not eligible** for future awards until such funds are repaid. Whether good cause exists is determined by the Education Department.
9. The Scholarship Funds is intended to apply to students who are enrolled in an accredited institution and are pursuing a course of study that will result in a degree, certification and/or professional craft/vocational license.
10. Each completed application will be considered on the basis of availability of funds and financial need. The Scholarship Program is funded on October 1 fiscal year, which may impact funding availability.

B. PROCEDURES

1. Students can obtain an application from the Education Department.
2. The Home/School/Community Coordinator or Community Education Supervisor will explain the complete process and assist the applicant in completing the form and will verify the information set forth in the completed application and supporting documents requested. The Education Department will provide a checklist of required supporting documents.
3. If the Home/School/Community Coordinator or Community Education Supervisor finds that an application is not complete or that supporting documents are not provided; the applicant will be notified of the deficiencies.

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4. The Home/School/Community Coordinator or Community Education Supervisor will certify funds are available, the student has not exceeded funding limitations, and that the student has not violated any scholarship policies and procedures.
5. The Home/School/Community Coordinator or Community Education Supervisor will forward completed application, along with all supporting documents to the Executive/s.
6. If approved by Executive/s the application is noted and provided to Finance Department for payment. Education staff will notify the applicant of the award.
7. If the application is denied the applicant must wait until the next academic year to apply for Scholarship Funds.

SAN LUCY DISTRICT SCHOLARSHIP  
DENIAL/WITHDRAWAL LIST

San Lucy District has established this list for all applicant to review for possible cause of denial and withdraw from scholarship.

**Cause of Denial:**

- 1.} False Information
- 2.} Applied with another district
- 3.} Not returning receipts with Education or other assistance that San Lucy District have offered.
- 4.} Not a registered voter with San Lucy (you must be a register voter & enrolled member with San Lucy)
- s.} In complete application
- 6.} Not maintaining a C average (2.0 GPA)
- 7.} Not Proper documents
- 8.} Already received scholarship for the academic year or has reached its maximum.

**Cause for withdrawal:**

ACCEPTED

- 1.) Health Issues
- 2.) Financial Problem
- 3.) Personal Emergency

NOT ACCEPTED

- 1.) Felony
- 2.) Drug Conviction
- 3.) Fraud

## SAN LUCY DISTRICT SCHOLARSHIP APPLICATION CHECKLIST

Submit the following documents with your application for a San Lucy District Scholarship or provide an explanation as to why such documents are unavailable.

1. Copy of Tribal ID Rec' \_\_\_\_\_
2. Copy of acceptance letter from school/college. Rec' \_\_\_\_\_
3. Copy of class schedule. Rec' \_\_\_\_\_
4. Copy of Birth Certificate. Rec' \_\_\_\_\_
5. Copy of Social Security Card. Rec' \_\_\_\_\_
6. Copy of Legal Guardianship Letter Rec' \_\_\_\_\_
7. Copy of Diploma/GED. Rec' \_\_\_\_\_
8. Letter stating why you need assistance, including current expenses; such as tuition, books, rents, utilities, etc.; current source of income; how the money will be spent; and to whom check(s) are to be made payable. Rec' \_\_\_\_\_
9. Three (3) reference letters from coworkers, Teacher, or friends - not from immediate family. Rec' \_\_\_\_\_
10. Copies of all denial letters from other financial assistance sought, i.e., Nation scholarship, Pell grant, etc. Rec' \_\_\_\_\_
11. You **MUST** submit 3 bids or quotes including the seller's address if requesting a computer/laptop. Rec' \_\_\_\_\_

Should you have any questions, please contact the Home/School/Community Coordinator at (928) 683-2012.

Thank You

SAN LUCY DISTRICT  
SCHOLARSHIP APPLICATION

DATE \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_ SSN \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Message Phone \_\_\_\_\_

Enrollment No. \_\_\_\_\_ District \_\_\_\_\_ Village \_\_\_\_\_

Registered Voter San Lucy District YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever received a San Lucy Education Scholarship? \_\_\_\_\_

If so, when \_\_\_\_\_ Amount (s) \$ \_\_\_\_\_

Have you applied for an education scholarship from any other District of the Nation for this scholarship period? \_\_\_\_\_

If, so which District \_\_\_\_\_ Amount \_\_\_\_\_ Granted/Pending/Denied (circle one)

Complete Following Section If Applicant Is Less Than 18 Years of Age

Father \_\_\_\_\_ Tribe \_\_\_\_\_ Enrollment Number \_\_\_\_\_

Registered Voter San Lucy District Yes \_\_\_\_\_ No \_\_\_\_\_

Mother \_\_\_\_\_ Tribe \_\_\_\_\_ Enrollment Number \_\_\_\_\_

Registered Voter San Lucy District Yes \_\_\_\_\_ No \_\_\_\_\_

Legal Guardian \_\_\_\_\_ Tribe \_\_\_\_\_ Enrollment Number \_\_\_\_\_

Registered Voter San Lucy District Yes \_\_\_\_\_ No \_\_\_\_\_

Complete Section for Previous Education

High School Attended \_\_\_\_\_ Diploma \_\_\_\_\_ GED \_\_\_\_\_ Year \_\_\_\_\_

College(s) Attended \_\_\_\_\_ Diploma \_\_\_\_\_ GED \_\_\_\_\_ Year \_\_\_\_\_

## San Lucy District Scholarship Application

### Complete Section for School/Institution Attending During Scholarship Period

School \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

School Phone Number \_\_\_\_\_ Contact Person \_\_\_\_\_

Current year in program \_\_\_\_\_ Course of Study \_\_\_\_\_

Anticipated Completion Date \_\_\_\_\_

Number of credits taking this semester? \_\_\_\_\_

### List Expenses to Be Paid by Scholarship Funds

Tuition \$ \_\_\_\_\_

Books/Supplies \$ \_\_\_\_\_

Rent/Lease \$ \_\_\_\_\_

List Other \_\_\_\_\_ \$ \_\_\_\_\_

List Other \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL FUNDS REQUESTED  
FROM SAN LUCY EDUCATION DEPARTMENT \$ \_\_\_\_\_

### OTHER FINANCIAL ASSISTANCE

Nation Scholarship \_\_\_\_\_ Amount \_\_\_\_\_ Date Applied \_\_\_\_\_

Contact Person \_\_\_\_\_ Grant/Denied/Pending (circle one)

List Other \_\_\_\_\_ Amount \_\_\_\_\_ Date Applied \_\_\_\_\_

Contact Person \_\_\_\_\_ Grant/Denied/Pending (circle one)

List Other \_\_\_\_\_ Amount \_\_\_\_\_ Date Applied \_\_\_\_\_

Contact Person \_\_\_\_\_ Grant/Denied/Pending (circle one)

List Other \_\_\_\_\_ Amount \_\_\_\_\_ Date Applied \_\_\_\_\_

Contact Person \_\_\_\_\_ Grant/Denied/Pending (circle one)

San Lucy District Scholarship Application

I understand that I must:

\_\_\_\_\_ submit copies of grades at the end of each semester to the San Lucy Education Department.

\_\_\_\_\_ maintain passing grades in all courses sufficient to remain in school and complete the grade level for which funds were received.

\_\_\_\_\_ immediately notify the San Lucy Education Department, if I withdraw from the course or the program.

\_\_\_\_\_ repay the scholarship funds to the District if I withdraw from the course or program.

I certify that this information is complete and I will enroll as a student at the above accredited Institution effective \_\_\_\_\_.

I have provided the documents requested in the attached checklist.

I authorized the release of all documents required by San Lucy Education Department in making a determination for awarding or continuing a scholarship.

I authorize San Lucy Education Department to communicate with \_\_\_\_\_ on my behalf concerning this application and any supporting documentation.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
For official use only

Community Education Supervisor signature \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Finance Supervisor signature \_\_\_\_\_

Funds available: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Executive/s signature \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Voter's Registration # \_\_\_\_\_