

Scholarship Renewable Policy Handbook



315 N. Broadway Ave | Suite 210 | Tyler, TX 75702

www.ETCF.org | 903.533.0208

ETCF Quick Facts:

- Established in 1989
- Currently manages over \$124 million in over 400 - charitable funds
- Since 2003, the Foundation has given out \$4.5 million in student scholarships



ETCF MISSION

Philanthropy builds community and changes lives. ETCF supports philanthropy by offering simple ways for donors to achieve their charitable goals.



Dear ETCF Scholar:

This guide is designed to help you maintain your East Texas Communities Foundation scholarship. Please read carefully, as these are the rules governing your scholarship/ Failure to comply with these requirements will put your scholarship in jeopardy.

We enjoy hearing about you and your progress and are happy to answer any questions you may have regarding your ETCF scholarship, financial aid and other resources for college students. Please do not hesitate to contact us.

Sincerely,

East Texas Communities Foundation

CONTACT INFORMATION

For questions and/or concerns about your scholarship, please contact:

PROGRAM OFFICERS

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Kathryn Martinez | kmartinez@etcf.org

MAILING ADDRESS

315 South Broadway, Suite 210 | Tyler, TX 75701

PHONE

903.533.0208

OFFICE HOURS

Monday - Friday, 8:00am - 5:00pm

EAST TEXAS COMMUNITIES FOUNDATION SCHOLARSHIP REQUIREMENTS

In order to maintain eligibility for an East Texas Communities Foundation (“ETCF”) Scholarship, each recipient (“scholar”) is required to adhere to the requirements described in this document. ETCF may terminate a scholarship for failure to adhere to these requirements. Upon termination, all remaining scholarship funds are forfeited and revert back to ETCF.

SCHOLARSHIP FUNDING

Scholarship funds are to be allocated to tuition, fees, books and required course-related expenses. All funding payments will be paid directly to the college or university in which the scholar is enrolled with instructions that the funds should be allocated to the scholar’s account in these areas.

STUDENT CONTACT INFORMATION

Scholars are required to maintain contact with ETCF. In order to effectively correspond with the scholar regarding their scholarship, it is imperative ETCF has updated contact information, including a permanent and school address, phone number and email address.

TRANSFER NOTIFICATION

Scholars transferring to another university following an academic semester must submit transfer notification via email as soon as possible. Failure to submit transfer notification in a timely manner will result in the delay of payment.

LEAVE OF ABSENCE

If a scholar is unable to complete a semester or needs to take time off (other than summers) for personal reasons, a request can be made to have the scholarship “placed on hold” for up to one year. Requests for holds are considered on a case-by-case basis by the Program Staff at ETCF. Hold requests must be submitted in writing immediately (email correspondence is acceptable). Examples include but are not limited to medical leave and internship or service opportunity.

ACADEMIC REQUIREMENTS

Scholars are required to be enrolled as full-time students. In addition, renewing scholars must maintain the minimum grade point average (GPA) as defined by their scholarship (see www.etcf.org/scholarships/available-scholarships/). Dual credit classes taken in high school will not be considered part of the scholar’s cumulative GPA in reference to meeting the minimum GPA required for scholarship renewal. For certain scholarships, scholars must meet requirements that are specific to their major or involve attendance at a specific school.

ELIGIBILITY FOR RENEWAL

RENEWAL FORM

ETCF staff will contact the scholars with a reminder it is time to complete the online renewal form.

GRADE VERIFICATION

Scholars are required to submit verification of grades when requested. Grades should be submitted following the fall semester and are due no later than January 31st. Scholars must submit grade verification through an official university or college transcript. It is the sole responsibility of the scholar to ensure grade verification has been sent and received by ETCF. Copied or faxed transcripts will not be accepted. Grades not received by the deadline will delay or terminate scholarship payments.

FULL-TIME ENROLLMENT STATUS

Scholars are required to enroll and successfully complete a minimum of 12 hours for undergraduates and 9 hours for graduate students during both the fall and spring semester, or as prescribed by the scholar's program (ex: nursing). Scholars may receive an exemption to the full-time enrollment requirement for special circumstances (ex: graduating seniors, participation in internship or co-op programs, student teaching, vocational programs) upon notification in writing prior to the beginning of the semester.

FAILURE TO MEET MINIMUM REQUIREMENTS

A scholar who fails to maintain the minimum semester GPA and/or full-time enrollment requirement will be subject to the following action:

- *First offense* – Failure to maintain minimum requirements will result in a written warning. Funding for the following semester will be paid. Scholar will be required to submit grades and proof of full-time enrollment the following semester.
- *Second offense* – If the scholar fails to maintain the requirements a second time, he/she will be placed on probation and will NOT receive payment for the following semester. Payment will not be held for future use.
- *Third offense* – If the minimum requirements are not met a third time, the scholarship will be revoked and all remaining funds will revert back to ETCF.

Each scholar is allowed one warning and one probation semester for the duration of his/her scholarship. A written warning and probation semester do not have to be in consecutive semesters to result in the loss of the scholarship. All notification of disciplinary action will be sent to the last known email address on file. After a warning or while on probation, it is imperative that scholars maintain communication with ETCF so we can partner with you in your academic success.

FORFEITURE OF SCHOLARSHIP

Scholars who falsify any educational or eligibility information requirements will be subject to forfeiture of their ETCF scholarship. All forfeiture decisions made by ETCF are final.

RETURN OF FUNDS

If scholarship funds are returned by the institution (for non-enrollment, transfers, overfunding etc.), the scholar's scholarship will be placed on "hold" status, and no funds will be disbursed until the scholar communicates with ETCF. If a scholar graduates early (before the maximum number of allowed renewal years), the remaining funds are forfeited.