

BOARD POLICY: SCHOLARSHIPS **SCHOLARSHIP GUIDELINES**

Purpose

The purpose of the ~~scholarships~~ **scholarship guidelines** policy is to protect the interests of Thompson Education Foundation (TEF) and TEF's scholarship donors when student scholarship recipients **do not respond to TEF information requests** ~~change their intended school without notice to TEF~~ and scholarship money cannot be awarded **or is returned to TEF by a post-secondary school**. This policy also reflects the TEF scholarship management fee that scholarship donations are subject to.

Guidelines and Procedures

- ~~1. All TEF scholarship students receive a mail-back form when awarded a TEF scholarship with the expectation that it will be returned to TEF by the form due date. This form requests both post-graduation contact information and the name of the school in which they have or intend to enroll.~~ **Each student receiving a TEF scholarship must complete a contact form provided by the foundation. The form includes requests for post-graduation contact information and the school or program in which they have enrolled. The form includes a due date to ensure the scholarship can be processed on time. If a form is returned after the due date, TEF will make every attempt to forward the scholarship payment to the post-secondary school in a timely manner but cannot guarantee that it will be before the student's payment deadline.**
- ~~2. TEF will make an attempt to forward scholarship money to the schools that each scholarship recipients identified by August 1 of each year.~~
- ~~3. If TEF receives no communication and school information from a scholarship recipient, TEF will hold the money~~ **If TEF does not receive contact information or school information from a scholarship recipient, TEF will hold the money in the designated scholarship fund for the student for one semester. and then release the funds for a future scholarship award. After that, the funds will be released and used to support a future scholarship award.**
- ~~4. If TEF sends money~~ **scholarship funds** to a school ~~identified by a student~~ and the student does not enroll ~~and does not notify TEF of the change~~, TEF will attempt to **reach** the student through the information using the **contact information** the student provided (**phone, email and/or postal mail**). TEF will make ~~no less than one attempt to contact the student by each type of contact information that has been provided (can include phone, email and regular mail).~~ **at least one attempt using each provided method**. ~~After these attempts~~ **If there is no response to these attempts from the student, TEF will hold the money in the designated scholarship account fund for one semester. and then release the funds for a future scholarship. After that, the funds will be released and used to support a future scholarship award.**

5. In all cases, if the returned or unaccepted scholarships are the result of a community donation, TEF will communicate with the donor as to the status of the ~~gift~~ scholarship award.
6. If a student requests a deferment of scholarship payment during the course of their scholarship fulfillment, TEF staff will contact the scholarship donor for approval. If approved, TEF will retain the scholarship payment until the updated pay date. TEF will allow up to one year of deferment. In the case of TEF sponsored scholarships, the deferment decision will be made by the TEF executive director.
7. All organizations and donors sponsoring a scholarship are subject to TEF's 1.5% management fee. In the case of organizations utilizing TEF's scholarship platform and services but fulfilling payments themselves, a fee of \$100 or 1.5% of the total scholarship amount, whichever is greater will be assessed.

END OF POLICY