

# Harrison County Community Foundation

## Supporting Organization Scholarship Programs Policy

Amended December 4, 2023

HCCF maintains an enthusiastic tradition of supporting scholarship programs for the graduating high school student residing in Harrison County, Indiana. These programs include our non-renewable Founders Vocational Scholarships, four-year renewable Building Our Future Scholarships, the Indiana University Southeast Renewable Scholarships and a growing variety of Donor Endowed Scholarships. All scholarships will be awarded using objective and nondiscriminatory selection processes.

**The HCCF universal scholarship application, for graduating high school students, is due on January 20<sup>th</sup> each year, by 4:00pm. Attaching accurate proof of FAFSA (Free Application for Federal Student Aid) completion is mandatory to submit the universal application.**

**Once a scholarship application has been submitted to HCCF no changes or substitutions can be made to that application and no additional documents can be uploaded or submitted. This includes any online or paper applications that HCCF oversee and/or manages.**

**For purposes of this policy, the following terms are defined:**

- Vocational/Trade: *a type of higher learning school that focuses on job skills training rather than academics in the liberal arts. Most trade schools focus on a particular set of skills that are taught to students looking to enter a certain career field and they usually do it in a shorter period of time than traditional universities. Trade schools usually have programs that take less than two years to complete and do not result in a Bachelor's Degree.*
- Full ride: *defined as adequate funding to pay all tuition, activity fees, book costs, and on-campus room and board.*
- Full time student: *A student enrolled in a minimum of 12 credit hours per semester*

### **Scholarship Committees:**

An Endowed Scholarship Selection Committee will be identified annually to select the recipients for all HCCF endowed scholarships. Harrison County School Corporations will be invited to present to HCCF a list of three community volunteers who are not employees of the school corporation and three school corporation representatives from each high school. The HCCF Scholarship Committee will select from these lists one community volunteer and one school representative who will serve on the committee. The Endowed Scholarship Selection Committee will also include two HCCF scholarship committee members and one past HCCF board member.

Any endowed scholarships that have a specific family, school or community member listed in their endowment agreements will be added to this overall group only for their endowment scholarship selection.

School Volunteers	4
School Employees	4
HCCF Scholarship Committee	2
<u>HCCF Past Board member</u>	<u>1</u>
Total	11

The Endowed Scholarship Committee shall not include anyone who is related to a graduating Harrison County high school student defined as: parent, grandparent, sibling, spouse, niece, or nephew. This definition also includes anyone traditionally defined as a “step” or “in-law” and other domestic arrangements where the graduating student resides in the same household.

**Selection Criteria:**

Selections are based on application, criteria, and score sheet provided by HCCF or established by founding contributors of a designated endowment to be used by the Scholarship Advisory Committee. The criteria used to select scholarship recipients shall be related to the purpose of the scholarship and may include the following: academic performance, performance on a test designed to measure ability and aptitude for college work, extracurricular activities, work activities, volunteer activities, honors and awards, and special financial considerations.

Dual Credit: High school counselors will document the college credit hours earned through the Dual Credit Program by students. Verification of earned credits will be confirmed by the university/college offering the courses. The breakdowns of points for college credit hours earned are as follows:

<b>1-6 credits earned:</b>	<b>5 points</b>
<b>7-16 credits earned:</b>	<b>10 points</b>
<b>17-24 credits earned:</b>	<b>15 points</b>
<b>25+ credits earned:</b>	<b>20 points</b>

*\*College credits earned from AP courses will only count if a student tests and passes the AP test with a score of a 3, 4, or 5.*

Diploma: Students who apply for the Lilly Endowment Community Scholarship and the Universal Scholarship are scored on the type of diploma they are on track to earn. Scoring is as follows:

- Academic Honors Diploma: 30 points
- Technical Honors Diploma: 20 points
- General Diploma: 10 points
- Academic Honors Diploma AND Technical Honors Diploma: 40 points

Grade Point Average (GPA): Unweighted GPAs will be scored for any HCCF Scholarships.

ACT/SAT Scores: Students will receive up to 30 application points based on their SAT/ACT scores. If applicants have taken both tests; points will be awarded based on whichever test earns the applicant the most possible points.

**Recommendation Submission:**

Scholarship recipients will be submitted to the HCCF in the form of a recommendation as approved by the HCCF Supporting Organization Scholarship Committee. The HCCF Staff will provide a recommendation form. The form will include the name of the scholarship, date of the

meeting, and names of the members who served on the committee. The document will be signed by each Scholarship Selection Committee Member and will include the name(s) of the recommended recipient(s) with the last four digits of the student's social security number and amount to award.

Each list of recommended scholarship recipients should include an alternative recipient listed in priority order. The HCCF Board of Directors must give final approval of scholarship awards and reserves the right to reject any recommended recipient and award the scholarship to an alternate.

### **Statement of Compliance:**

Each Scholarship Selection Committee Member will sign a statement provided by HCCF staff declaring that all conditions of these HCCF Scholarship Policies were followed. Any violation of these policies may result in the disqualification of recipients and forfeiture of any scholarship(s) recommended or approved.

### **After the Awards:**

Scholarship recipients must sign and return the HCCF Scholarship Agreement and billing statement before any funds will be released. Any violation of the terms in the Scholarship Agreement may result in the forfeiture of the scholarship. All scholarship agreements must be signed and returned to the Foundation office by June 30<sup>th</sup> the year the award is made. **Failure to return the agreement *on time* will result in the forfeiture of the scholarship award.**

Scholarships may be used for attendance at any accredited school and will pay any tuition, books, and course related fees required by the college or by the course syllabus and billed through the institution. **Scholarships can only be used to obtain *one* Bachelor's Degree.** Payments will typically be paid only to the educational institution; however, reimbursements to students for books will be made if a paid receipt and course syllabus is presented. Off-campus expenses such as housing, grocery bills, or restaurant receipts will not be reimbursed. Additionally, transportation costs are not an authorized expenditure for use of these scholarship funds.

Any scholarship recipient who is awarded a "renewable" scholarship is required to submit the proper documentation each semester to HCCF. Documentation includes, but is not limited to: cumulative transcript or other proof of cumulative grades, class schedule and an itemized billing statement. HCCF reserves the right to request additional information to validate ongoing eligibility for all scholarships. **Failure to submit requested documentation for more than a one-year time period will result in termination of the scholarship and a forfeiture of remaining funds.**

**Texting:** If applicants consent to receive text messages from HCCF, we will send periodic texts regarding application status, deadlines, and updates. All mobile information shared with HCCF will remain confidential and will only be used by HCCF to assist in a more efficient manner regarding the scholarship process. HCCF does not share phone numbers with external sources.

All costs associated with receiving a text message are the responsibility of the individual receiving the message. HCCF makes every effort to protect the privacy of its users however

cannot guarantee the security of information that users transmit. Users transmit such information at their own risk. Acceptance of this is a condition of the use of the text messaging services and users agree to be bound by its terms and conditions. The resolution of any disputes concerning this is subject to and governed by the laws of the State of Indiana. HCCF may make changes to comply with necessary legal and regulatory requirements or in instances where HCCF upgrades or alters its technological services. Any student who wishes to opt out of messages must contact HCCF directly to notify us of this change.

### **Appeals:**

HCCF may review appeals of the scholarship recommendations made by the designated Scholarship Selection committees or the awards approved by the HCCF Board of Directors. Appeals should be made in writing on a single page explaining why the decision should be reversed. The decision by the HCCF Board of Directors on any scholarship appeal is final. Appeals should be mailed to HCCF, PO Box 279, Corydon, Indiana 47112.

## **Founders Vocational Scholarships Policy**

The Harrison County Community Foundation (HCCF) will designate funds annually to be awarded to graduating students in the form of individual scholarships. Only students residing in Harrison County, Indiana are eligible for these scholarships. The HCCF scholarship committee as appointed by the HCCF Board of Directors will make recommendations for the Founders Vocational Scholarships.

### **Awards Criteria:**

- 1) The total amount awarded in each high school is reserved for students pursuing an accredited technical, trade or vocational field of study. The intent to attend a traditional vocational institution does not qualify unless the field of study is clearly vocational in scope such as a nursing degree or welding certification. The student must pursue a one or two year certificate or degree program that focuses on preparing students for a particular specialized career.

If a student awarded a vocational scholarship elects to attend a traditional educational program before utilizing the funds for the vocational program, the scholarship will be forfeited.

- 2) The minimum amount awarded to any student will be one thousand dollars (\$1,000.00) and the maximum amount awarded to any student will be five thousand dollars (\$5,000.00).
- 3) All funds designated to each high school must be awarded to the current graduating class. These scholarships are not renewable and may not be awarded to any previous graduate.

### **Founders Vocational Scholarship Utilization:**

One-half of the full amount of the scholarship or the maximum amount due as indicated on an official billing statement from the institution, whichever is less, will be paid in any given semester. Scholarship recipients are responsible to send copies of the detailed billing to the HCCF office.

Students who receive other scholarships that total to a “full ride” may not use HCCF Founders Vocational Scholarship awards. HCCF scholarship amounts awarded to such individuals will be forfeited and may be awarded to students on the Alternate List at the discretion of the HCCF Board of Directors.

From the date of the recipient’s scholarship agreement, recipients have **2 years to enroll in classes and 60 months to utilize their scholarship funds**. It is the student’s responsibility to maintain current contact information and inform HCCF when they have enrolled in an approved educational program.

## **Building Our Future/IU Southeast Scholarships Policy**

HCCF will offer renewable scholarships to graduating high school seniors residing in Harrison County, Indiana. HCCF will provide each year up to Twenty-four, BOF \$1,250 renewable scholarships not to exceed \$10,000 each and four IU Southeast \$2,500 renewable scholarships not to exceed \$20,000 each. They will be distributed as follows:

**BOF:**

- Corydon Central High School-8
- Lanesville Jr.-Sr. High School-4
- North Harrison High School-8
- South Central Jr.-Sr. High School-4

**IU Southeast:**

- Corydon Central High School-1
- Lanesville Jr.-Sr. High School-1
- North Harrison High School-1
- South Central Jr.-Sr. High School-1

**Eligibility:**

All students, who have a cumulative GPA of 3.25 or higher at the time of application, residing in and attending Harrison County, Indiana high schools, are eligible for the Building Our Future and IUS renewable scholarships. Harrison County residents who are home-schooled, attend a private school, or attend an outside public school may also apply for the scholarships.

The HCCF scholarship committee as appointed by the HCCF Board of Directors will make recommendations for the Building Our Future and IUS renewable Scholarships.

Students who receive other scholarships that total to a “full ride” may not use HCCF Building Our Future or IUS renewable scholarship awards. HCCF scholarship amounts awarded to such individuals will be forfeited and may be awarded to students on the Alternate List at the discretion of the HCCF Board of Directors.

### **Scholarship Utilization:**

Building Our Future and IUS renewable scholarships must be used before July 1 of the sixth year after awarding of the scholarship. One-half of the yearly award or the maximum amount due as indicated on an official billing statement from the institution, whichever is less, will be paid in any given semester. If a recipient only uses a portion of their yearly award, the balance will carry over to the last year of eligibility if needed and cannot be added to any of the four years that the award is used. **Scholarships can only be used to obtain *one* Bachelor's Degree.**

**The student must pursue a minimum of a bachelor's degree and be enrolled full time (minimum of 12 credit hours).** A minimum 2.5 of 4.0 or 3.75 of 6.0 Cumulative GPA must be maintained during enrollment. Recipients must provide HCCF with semester end grade reports (or similar document from the institution) before additional funds will be released.

Any scholarship recipient who is awarded a "renewable" scholarship is required to submit the proper documentation each semester to HCCF. Documentation includes, but is not limited to: cumulative transcript or other proof of cumulative grades, class schedule and an itemized billing statement. HCCF reserves the right to request additional information to validate ongoing eligibility for all scholarships. Failure to submit requested documentation for more than a one-year time period will result in termination of the scholarship and a forfeiture of remaining funds

### **Academic Probation:**

Should a student's cumulative GPA fall below 2.5 (or 3.75), the student will be placed in an academic probationary status. Scholarship funds will be awarded for the next grading period, but the student must raise the cumulative GPA to at least 2.5 (or 3.75) by the end of the next full time equivalent grading period or the scholarship award balance will be forfeited. *Students will only be allowed **one** academic probation period.*

## **Lilly Endowment Community Scholarship**

This program will provide one scholarship for full tuition, required fees, and a special allocation of up to \$900.00 per year for required books and required equipment for four years of undergraduate study on a full-time basis, leading to a baccalaureate degree at any INDIANA public or private college or university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

This scholarship is open to Harrison County residents who will have graduated by the end of June of the award year with a diploma from a regionally accredited Indiana high school and who have been accepted to pursue a full-time baccalaureate course study at an accredited public or private college or university in Indiana. (College acceptance letter is not required at time of application.)

**A new scholarship application will be created solely for the application of the Lilly Endowment Community Scholarship. The online application will be due September 30<sup>th</sup> at**

**4:00pm. This application will use 6 semesters of student's transcription information. There will be no essay portion or FAFSA requirement for this application.**

The Scholarship Selection committee as appointed by the HCCF Board of Directors will make recommendations for the Lilly Endowment Community Scholarship. An interview will be conducted for six finalists. HCCF will provide the Family Relationship Disclosure and Recusal Forms as requested by Independent Colleges of Indiana.

The student must pursue a minimum of a bachelor's degree and be enrolled full time.

*More specific policies and procedures for awarding the Lilly Endowment Community Scholarship have been approved by Independent Colleges of Indiana.*

### **Donor Endowed Scholarships**

HCCF has many Donor Endowed Scholarship funds. The Endowed Scholarship Selection Committee will be asked to assist in recommending recipients of these scholarships. The Committee will be provided with a list of all applicable Donor Designated Scholarships and the individualized criteria required for these awards. Only Donor Endowed Scholarship fund agreements established with an initial contribution of \$100,000 or more may contain applicant essays as part of their selection criteria requirements.

Some endowed scholarship funds designate community members who will be appointed to serve on the recommendation committee. As stipulated in some agreements, a donor or related party may serve on the Endowed Scholarship Selection Committee but no combination of the donor and persons designated by the donor (or persons considered related parties to such persons) may control, directly or indirectly, the committee, and they may not constitute a majority of the committee. HCCF staff will assist in coordinating meetings for scholarship deliberations as requested. To prevent violations that may void a scholarship recommendation, any questions on special considerations of Donor Endowed Scholarships should be immediately directed to HCCF staff.

In the instance of any Donor Endowed Fellowship funds, the Endowed Scholarship Selection Committee will be asked to assist in recommending a recipient. The selection process will follow the same procedure as a scholarship taking into consideration any individualized criteria.

### **Scholarship Code of Conduct**

The HCCF Scholarship Code of Conduct establishes expected behavior of potential and current scholarship applicants/recipients of the Harrison County Community Foundation. HCCF is looking for strong leaders of good character who will represent Harrison County and the Harrison County Community Foundation well. All students should be aware the HCCF scholarship application is a competitive process and conduct will be considered.

All HCCF Scholarship applicants/recipients are expected to uphold high standards, which include abiding by federal, state and local civil and criminal laws. They must also abide by the high school and college established conduct policies. Scholarship recipients should operate as a leader in and out of school.

The school superintendent and principal shall notify the HCCF at any time if an incident has occurred that potentially violates the HCCF Code of Conduct. HCCF may address any issue that occurred in the student's high school career.

The foundation will not take any action with regard to information of any type regarding a scholarship applicant/recipient, including conduct related information, received from anonymous sources.

Potential scholarship recipients who violate these standards may be removed as a candidate for any HCCF Scholarship at the discretion of the HCCF Board of Directors. A current scholarship recipient may have their scholarship funds forfeited if in violation of their scholarship agreement.

### **Scholarship Programs - Residency Defined**

For HCCF or HCCFSO scholarships requiring student/recipients be residents of Harrison County, the following rules will apply. Proof of legal settlement or custody may be required to receive a scholarship award. The criteria below used to establish residency must be applicable on the date the student submits the scholarship application in accordance with the currently approved Scholarship Application and Policies available on the HCCF website.

1. A legal resident is a student whose principle residence lies within the geographical bounds of Harrison County, Indiana.
2. A student will be considered a resident if their principle residence lies within the defined service area of the Harrison County school corporation where they attend high school.
3. If a parent or parents have placed a student in a residence without establishing legal guardianship or custodianship with an adult living at the residence as required by Indiana law, the student will not be considered a resident of Harrison County.
4. Children of joint custody decrees will be considered a resident if one (1) parent has legal settlement in a school corporation's service area and the student's principle habitation during the school week is with the parent residing within the corporation's service area.
5. Foreign students, participating in a foreign exchange program and living with a resident host family, are not eligible for HCCF or HCCFSO scholarships.



## **HCCF ADULT SCHOLARSHIP PROGRAM**

The HCCF Adult Scholarship Program will identify and assist Harrison County adult residents in completing a bachelor or associate degree, or complete a certificate training program. Scholarships are intended for students who have not currently earned an Associate's, Bachelor's or Master's degree. Scholarship funds will not be awarded to obtain additional certifications or diplomas. In addition to financial support, awardees may be assisted in identifying other resources to help them achieve their academic or career goals.

1. Annual awards will not exceed \$5,000 per person in any twelve month period.
2. Recipients must use funding awarded in less than twelve months.
3. Scholarship applicants must be 25 years old as of the date of application.
4. Only individuals who can demonstrate continuing legal residence in Harrison County for at least the past 24 months are eligible. Documentation such as tax forms, housing receipts, or utility bills will be used to verify residency and/or household income.
5. Scholarship awards may be used for tuition, course-related fees, or books only. Checks will only be written to an educational institution or certified training provider.
6. Three application deadlines: March 31, June 30, and October 31. No exceptions.
7. Adult scholarship awards may not be used to pay for college debt.
8. Subsequent awards will only be considered for students maintaining at least a 2.5 GPA.

Priority consideration will be given to the following:

1. Those needing the fewest credit hours to complete a bachelor's degree.
2. Those needing the fewest credit hours to complete an associate's degree.
3. Those requiring the least funding to attend/complete a certificate program.
4. Working individuals whose employer will contribute to the educational goal.
5. Graduates of Harrison County high schools.

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