GUIDELINES AND EXPECTATIONS FOR HORATIO ALGER SCHOLARSHIP RECIPIENTS

2024 HORATIO ALGER BEACON OF HOPE CAREER & TECHNICAL EDUCATION SCHOLAR

You should follow the guidelines below in order to remain in good standing with the Association and receive your full scholarship disbursement each term.

College or University Selection

Schools
- Scholars must attend a public or private **not-for-profit school** in the United States. The Association does not support or send funding to for-profit schools.
- Scholars may attend not-for-profit 4-year schools**, if** pursuing a career-focused associate's degree or certificate.

Eligible Programs
- The Association does not support full-time online degrees.
- This scholarship does not support General Studies or Liberal Arts degrees.
- This scholarship is not to be used towards transfer programs, or in pursuit of a bachelor's degree.

Enrollment
- Scholars must begin or be already enrolled in a qualifying school in the fall semester following receipt of this award.
- Scholars should be enrolled full-time in their program or on track for timely completion as outlined in their program requirements.

Credit Hours and Sufficient Academic Progress
- Scholars must remain in good academic standing as determined by their institution and make sufficient progress toward their degree/certification.
- As a scholar, **you are responsible** for uploading a *Verification of Good Academic Standing* form, provided by the Association and completed by your school, with each request for funding. This form **cannot** be mailed or faxed to the Association.

Academic Standing Requirement
- To be eligible to request for scholarship funds each term, Scholars must remain in good academic standing
- Should you not maintain your standing, please contact the Association to let us know of any extenuating circumstances.

Deadlines for Scholarship Disbursement
(Fall: August 1 – September 30 | **Spring:** January 1 – February 15 | **Summer (***Optional***):** May 1 – June 15**)**

In order to remain in good standing and avoid probation and possible forfeiture, you must complete a disbursement request during the disbursement period for each cycle. Scholars must submit up a request in Fall semester and Spring semester. Summer term requests are optional and ONLY for students that are graduating in their Summer term.

May 1, August 1, and January 1
- Disbursement information is sent to all Scholars

June 15, September 30, and February 15
- All online disbursement requests and verification forms are due. Any Scholar who does not meet this deadline is subject to probation or forfeiture of the remaining funds in their account.

Probation and Forfeiture

Probation

- You will be placed on probation for the period of one semester if you do not follow all of the guidelines and expectations of the Association (i.e. requesting for scholarship funds, attending an eligible school, etc.).
- If by the end of the probationary period you do not meet the guidelines and expectations as outlined, the scholarship will be reviewed for an extended probation or forfeiture of remaining funds.

Avoiding probation can be easily accomplished by doing the following throughout your time as a Scholar:

- Read and comply with the stated guidelines for enrollment and attendance
- Meet the deadlines to complete your disbursement request for each cycle.
- Keep your contact information updated with the Association to ensure you receive our communication reminders to request for funds
- Communicate with the Association in advance if there is a problem obtaining a completed Verification form or if you are unable to submit a request for funds by the disbursement deadline.

Forfeiture

Types of Forfeiture

Grounds for forfeiture can result from any of the following, which violate the Association's standards:

- Insufficient academic standing or progress
- Being placed on probation and dismissed academically from your school
- Attending an ineligible institution or program
- Falsification of academic status on verification of good academic standing form
- Actions that violate federal, state, or local statutes
- Any other actions that reflect poorly on or that may damage the name or goodwill of the Horatio Alger Association

Forfeiture process for insufficient progress/no contact

- If you are placed on probation and are academically dismissed from your school, this will result in forfeiture **<u>unless</u>** you submit a new verification form to confirm your enrollment in a degree program that meets your scholarship guidelines (see the college/university selection section above for more information).
- In cases of extreme hardship, the Association may extend the probationary period. In such cases, we ask that you have personal contact with us so that we have the opportunity to help you to overcome the present adversity. Ultimately, if the situation cannot be satisfactorily resolved, you will forfeit the remaining portion of the scholarship.

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Forfeiture process for conduct

- If you, in the opinion of the Association, are determined to have acted in a manner inconsistent with the Association's standards, you shall immediately forfeit the full amount or any remaining portion of the scholarship.

Horatio Alger Scholar Responsibilities

Keep contact information current

- You are responsible for updating any change in your contact information by logging into your Scholar's account online at scholars.horatioalger.org. This is very important as we send out reminder emails about disbursements and opportunities available to you as a Scholar. Failure to keep your information updated will result in your not receiving communications from the Association.

Meet scholarship disbursement guidelines and deadlines

- Each year, you are responsible for notifying the Association where you will be enrolled in school. This is done by requesting scholarship funds online and submitting a verification of good academic standing with each request

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Track your disbursement requests each year

- You are responsible for logging into your scholar portal (https://horatioalger.org/login/) to track the status of your disbursement and to ensure that payments are received by your institution.
- It is your responsibility to send a completed Verification form to the Association when making a disbursement request. Verification forms can be tracked under your scholar's login to make sure they are received and approved.

Notify the Association about special circumstances

- Should there be a change in your enrollment due to medical leave, serving on a mission, military deployment, etc. please contact the Association as soon as possible so we can hold your scholarship funds until you return. If the Association is not notified, your scholarship may be forfeited.
- If for any reason, you fall behind in your studies or have any extenuating circumstances that prevent you from being enrolled in school, you are responsible for contacting the Association. Our goal is to work with you to ensure you complete your program/degree but we cannot do so if we lose contact with you.

Communication with your financial aid office

- You are responsible for reporting your scholarship to your financial aid office and communicating with them regarding your scholarship funds.
- If you have payment deadlines that the Horatio Alger Association will not be able to meet, we encourage you to contact your financial aid office to delay payment. The institution will not be able to reimburse you from your scholarship if you cover costs prior to the scholarship funds arriving.

Transferring Schools:

- If a Scholar decides to transfer schools at any point to any other school they were not awarded for, it is the responsibility of the Scholar to notify the Association of this change. Failure to report this to the Association may result in forfeiture of funds.
- Transfers are subject to review by the Association and may result in Scholar forfeiting remaining scholarship funds.
- If approved for a transfer, a Scholar must **remain enrolled in the program they were awarded for**.

What You Can Expect from the Association

Commitment

- Our goals are to help support and ensure success in your educational career, and to help prepare you for a successful life that contributes back to society.

Communication

- As long as your contact information is up-to-date with us, you can expect to receive email and text correspondence regarding your scholarship and opportunities to assist the Association make improvements for future Scholars.

Scholarship Award Payment Guidelines

- All funding is based on the Scholar being in good academic standing with their school and making sufficient progress toward a technical certificate, diploma, or associate's degree.
- Scholars must submit a request twice per year to remain in Good Standing with the Association. One request in January for Spring term and a second request in August for Fall term.
- Each semester, Scholars may request a maximum disbursement of $2,500, $1,250, or $825. Disbursements may be pro-rated or adjusted based on the length of the program. **Under no circumstances will you be able to request the full scholarship award at once.**
- The scholarship disbursement is set up over a one (1), two (2), or three (3) year period depending on the length of their program. Please note, **not all Scholars will receive the full $5,000** as this is dependent on your program of study and how many semesters are needed to graduate.

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- Funds will be sent directly to your school via check. <u>Under no circumstances do we send funds directly to scholars' personal bank accounts.</u>
- If a CTE Scholar completes their Associate's degree or certificate program and has not used the full $5,000, those funds will be returned to the Association and not disbursed to the Scholar.
- The Horatio Alger Scholarship may be used for any tuition or fees to be paid to the school or for any associated indirect costs (ex. books, supplies, childcare, transportation, etc).
- A scholar's final disbursement amount will not be released until the semester before graduation.
- The scholarship will be disbursed throughout your program according to the tables shown below.

Scholarship Disbursement Charts

Horatio Alger Scholarship Disbursement Table for Scholars Graduating in One Year		
Scholarship funds* awarded according to the schedule below. Requests for funds must be submitted to the Association's headquarters before the start of each semester/quarter.		
Disbursements	**Verification Form**	**Amount Available**
First Semester	Required	$2,500
Second Semester	Required	$2,500

Horatio Alger Scholarship Disbursement Table for Scholars Graduating in Two Years		
Scholarship funds* awarded according to the schedule below. Requests for funds must be submitted to the Association's headquarters before the start of each semester/quarter.		
Disbursements	**Verification Form**	**Amount Available**
First Semester	Required	$1,250
Second Semester	Required	$1,250
Third Semester	Required	$1,250
Fourth Semester	Required	$1,250

Horatio Alger Scholarship Disbursement Table for Scholars Graduating in Three Years		
Scholarship funds* awarded according to the schedule below. Requests for funds must be submitted to the Association's headquarters before the start of each semester/quarter.		
Disbursements	**Verification Form**	**Amount Available**
First Semester	Required	$825
Second Semester	Required	$825
Third Semester	Required	$825
Fourth Semester	Required	$825
Fifth Semester	Required	$825
Sixth Semester	Required	$875

Total award amount is based on length of the certificate/degree program the Scholar is enrolled in. Students should be enrolled full-time in their program, or on track for timely completion as outlined in their program requirements. Scholars may not reapply for a new CTE Scholarship after they have been awarded and completed their program