



## GUIDELINES AND EXPECTATIONS FOR HORATIO ALGER SCHOLARSHIP RECIPIENTS

### *HORATIO ALGER TESSLER FAMILY SCHOLAR*

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

#### **College Success Program (CSP) Requirement**

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- Scholars must participate in the Association's College Success Program (CSP). This includes completing monthly online learning modules, semester meetings with Cohort Coordinators, and participation in Cohort meetings and activities, including a mandatory orientation session in August. The Association cares deeply about its Scholars, and we want to make sure Scholars have the resources they need to be successful at college/university.
- Curriculum consists of modules addressing the following topics:
  - Choosing the right college/university
  - Navigating the application and admission process
  - Completing the FAFSA
  - Decision-making and academic strategies
  - Time management
  - Finding scholarships and paying for college
  - Personal financial literacy
  - Career development support
  - Health and wellness resources
- **Participation will occur over the course of your senior year of high school and is mandatory.** More information on the College Success Program (CSP) will be forthcoming.

#### **College or University Selection**

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##### *School Types (non-profit vs. for profit)*

- Scholars must attend a public or private accredited four-year institution in the United States on a full-time basis and pursue an uninterrupted course leading to an undergraduate bachelor's degree.
- Scholarship funds are not permitted to be used at any proprietary (for-profit) institutions.

##### *School Length (2-year vs. 4-year)*

- Two-year colleges qualify for the first two years of study if the credits are transferable to an accredited four-year college or university. It is our expectation that you will transfer to a four-year school immediately upon completion of the first two years.

##### *Online Education*

- The Association does not support full-time online degrees; however, you may complete a portion of your degree online through an accredited public or private university with Association approval.

#### **Financial Need**

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- Scholars must prove Pell eligibility prior to receiving their first disbursement (based on SAI reported on the FAFSA Submission Summary).
- Each year Scholars are required to submit their financial aid award letter reflecting all institutional aid and outside scholarship awards. Disbursement of funds will not exceed your total Cost of Attendance.



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#### **Enrollment**

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- Scholars must begin college in the fall semester following the completion of the year-long College Success Program (CSP).
- Scholars must be enrolled as full-time students for two of three semesters (three of four quarters) throughout each academic year (August through the following July).

#### **Credit Hours and Sufficient Academic Progress**

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- Most Scholars will earn 24-30 credit hours (36-45 quarter system credit hours) per academic year. Each Scholar must earn a minimum of 24 credit hours (36 quarter system credit hours) in each academic year to remain eligible for the following year's disbursement.
- Scholars must remain in good academic standing as determined by their institution and make sufficient progress toward their degree.

#### **GPA Requirement**

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- To be eligible to request for scholarship funds each year, Scholars must maintain an overall GPA of at least a 2.0.
- Should you fall below a 2.0 cumulative GPA, please contact the Association to let us know of any extenuating circumstances.
- Disbursements are subject to review should credit hours and/or GPA requirements not be met.

#### **Scholarship Award Payment Guidelines**

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- Scholars are required to submit a transcript and financial aid award document each summer to request their funds
- All disbursements are based on credit hours earned each year. Under no circumstances will you be able to request the total scholarship award at once.
- Scholars must submit a request each year to remain in Good Standing with the Association, even if scholar is fully funded for that year.
- The scholarship disbursement is set up over a five (5) year period; however, if you plan to graduate in less than five years you will be eligible to receive your full remaining scholarship balance in the fall or spring semester of your final year.
- The scholarship will be disbursed throughout your undergraduate years according to the tables shown below.
- The Horatio Alger Scholarship is to be used for any education-related costs calculated with your school's cost of attendance.
- Funds will be sent directly to your postsecondary institution. Under no circumstances do we send funds directly to scholars' personal bank accounts.
- This award is only valid for up to 6 years from the time of awarding, after which, any remaining balance will be returned to the Association.

#### **Deadlines for Scholarship Disbursement (May 1 – June 30)**

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In order to remain in good standing and avoid probation and possible forfeiture, you must complete a disbursement request before June 30 of each year.

*May 1* Disbursement information is sent to all Scholars via email and the status of the request is available online by logging into your Scholar's account at [horatioalger.org](http://horatioalger.org)

*June 30* All online disbursement requests, financial aid documents, and transcripts are due. Any Scholar who does not meet this deadline is subject to probation or forfeiture of the remaining funds in their account.



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#### **Probation and Forfeiture Policies**

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##### **Probation**

- You will be placed on probation for the period of one year if you do not follow all of the guidelines and expectations of the Association (i.e. requesting for scholarship funds each year, attending an eligible school, etc.).
- If by the end of the probationary year 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 undergraduate career:*

- Read and comply with the stated guidelines for enrollment and attendance
- Meet the deadlines to complete your disbursement request by June 30 of each year
- 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 transcript or financial aid information by the deadline or if you are unable to submit a request for funds by June 30.

##### **Forfeiture**

###### *Types of Forfeiture*

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

- Failure to complete the College Success Program (CSP) requirement
- Insufficient academic standing or progress
- Being placed on probation twice will result in forfeiture in the third year if there is no communication with the Association
- Attending an ineligible institution
- 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 after being placed on probation two times during your undergraduate career, the third time will result in forfeiture unless you submit a copy of your transcript to verify 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.

###### *Forfeiture process for misconduct*

- 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.



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#### **Horatio Alger Scholar Responsibilities**

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##### *Keep contact information current*

- You are responsible for updating any change in your contact information. Please let the Association know of changes as soon as possible by sending an email to [scholar@horatioalger.org](mailto:scholar@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 communications from the Association not reaching you.
- Please add the email address [success@horatioalger.org](mailto:success@horatioalger.org) to your list of safe senders, as we will use this address to send information about your College Success Program (CSP) requirements.

##### *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 each year May 1 – June 30 and submitting a copy of your college transcript (after your first year of college).
- You must also submit a copy of your financial aid award letter no later than June 30.

##### *Track your disbursement requests each year*

- You are responsible for logging into your scholar portal account to track the status of your disbursement and to ensure that payments are received by your institution.
- It is your responsibility to send an approved copy of your transcript to the Association when making a disbursement request. Transcripts 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 bachelor's 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.

##### *Successful completion of the College Success Program (CSP)*

- In order to access your scholarship and receive disbursements each year, you are required to complete Horatio Alger's College Success Program in its entirety. You must attend and participate in one, live virtual College Success Program Orientation, as well as complete required asynchronous assignments each month. Failure to complete the College Success Program will result in the inability to access your scholarship and possible forfeiture.



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#### What You Can Expect from the Association

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##### *Commitment*

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

##### *Communication*

- As long as your contact information is up-to-date with us, you can expect to receive email correspondence regarding your scholarship and updates on opportunities available to you as a Horatio Alger Scholar such as mentoring and internship programs.

##### *Lifetime affiliation through the Alumni Association*

- Once you successfully graduate with a bachelor's degree, you will then become part of the Horatio Alger Alumni Association in which you will have the opportunity to participate in various services and activities.

#### Scholarship Disbursement Charts

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##### **Horatio Alger Scholarship Disbursement Table for Scholars Graduating in Four Years**

Your \$25,000 scholarship is awarded according to the schedule below. Requests for funds must be submitted to the Association's headquarters no later than June 30 of each year. Students may request the following amounts as their number of earned credits progresses from year to year. Funds are distributed only once per year.

Disbursements	Minimum Credit Hours Required	Amount Available
First Year Disbursement	0	\$5,000
Second Year Disbursement	24	\$5,000
Third Year Disbursement	48	\$5,000
Fourth Year Disbursement	90	\$10,000

##### **Horatio Alger Scholarship Disbursement Table for Scholars Graduating in Five Years**

Your \$25,000 scholarship is awarded according to the schedule below. Requests for funds must be submitted to the Association's headquarters no later than June 30 of each year. Students may request the following amounts as their number of earned credits progresses from year to year. Funds are distributed only once per year.

Disbursements	Minimum Credit Hours Required	Amount Available
First Year Disbursement	0	\$5,000
Second Year Disbursement	24	\$5,000
Third Year Disbursement	48	\$5,000
Fourth Year Disbursement	72	\$5,000
Fifth Year Disbursement	96	\$5,000