

# The Lindsay/Sheafor Tuition Scholarship Program Guidelines Requirements, Procedures and Deadlines

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### A. Introduction

The Lindsay/Sheafor Tuition Scholarship Program (“Program”) is pleased to offer tuition scholarships for family members who meet the Program requirements as listed below. These Guidelines specify the requirements and procedures of the Program. Please read this information carefully to ensure that you comply with the requirements when applying for and participating in the Program.

### B. Program Requirements

The Program will provide funding for tuition when the scholar applicant meets the following requirements:

- You must be a direct descendant of the grandparents of Cindy Lindsay or Steve Sheafor. Cindy’s grandparents are Beulah Izora and Samuel Luther Lindsay, and Hazel Christine and Hosie Jewel Jones. Steve’s grandparents are Elizabeth Bramhill and William Clyde Sheafor, and Caroline Mize Strawn and Cooper Henri Strawn.
- A scholarship may be requested for any accredited U.S. undergraduate college, university, junior college, Seminary, trade school or vocational school.
- The scholar must be 25 years of age or younger on the first day of classes of the first year in the Program.
- The scholar must apply for other scholarships as appropriate and use the Lindsay/Sheafor Tuition Scholarship to complete their tuition payment.
- A 'C' (2.0 or equivalent) average must be achieved in each term or the tuition scholarship is dropped until the term following a reported 'C' or better term.
- The scholar must meet ALL reporting requirements and deadlines as indicated in these Program Guidelines.

Students that do not meet one or more of these requirements may be able to petition for inclusion in the Program (see section E. The Petition Process).

### C. Other Terms of Engagement

**Scholarship Description.** Scholarships are made to cover tuition expenses only. “Tuition expenses” refer to all tuition, registration and class fees or fees required of all students. It does not include expenses such as room and board, food, living expenses, parking fees, sports passes, optional publications, credit card surcharges and similar charges. Late fees charged to the scholar by the learning institution for missed payment due dates are the responsibility of the scholar.

**Scholarship Support Maximums.** Program support will be limited to \$2,500 per conventional semester, \$5,000 per school year and \$20,000 for the duration of each student’s undergraduate career. The “school year” will run from fall through the summer session(s) of the following year. A scholar that has not met their yearly maximum by the conclusion of the spring term may use remaining funds for summer school.

**Class Adds.** The Program will cover increases in actual tuition costs due to changes made in a scholar’s class schedule up to the above support maximums. Any additional fees charged by the learning institution for adding or dropping classes, such as a Class Change Fee, will be the responsibility of the student.

**Tuition Refunds.** Any refund of Program-covered tuition fees made directly to the student by the learning institution must be repaid by the student to the Program. All checks directed to the Program should be made out to “Cindy Lindsay”, but sent to the Program Office.

**Class Drops.** If a scholar drops one or more classes, he/she must immediately notify the Program Administrator (see section D.5. Other Submissions/Communications for specific reporting requirements). If the tuition bill would have been less if the student had never signed up for the dropped course(s) and the total tuition amount is less than the scholarship support maximum for that term, the scholar will be responsible for reimbursing the Scholarship Program for the difference regardless of whether the student was given a refund by the school. If the initial tuition amount owed by the Program would have remained the same with or without the dropped class(es), there will be no reimbursement required.

**Course Failure or Incomplete.** If a scholar receives a failing grade or an incomplete in one or more courses, the student must reimburse to the Program the cost-averaged tuition fees for the course(s). Even if the Program only pays a portion of the term tuition expenses, the scholar will owe the Program for entire cost of the failed/incomplete class. However, the amount of reimbursement required for one term cannot exceed the tuition paid by the Program for that term. Any reimbursement to the Program for failed or incomplete courses will continue to be applied toward the scholar's term, year and undergraduate career maximums.

**Term GPA Requirement.** If a scholar fails to meet or exceed the "C" average requirement in a term, their scholarship will be revoked for at least one term. If the scholarship is revoked, the tuition amount that would have been covered by the Program will be applied to the student's scholarship support maximums. A student must then complete at least one unsupported term in which they meet or exceed the "C" average in order to be reinstated to the Program. (See description under section F.2. Scholars Unable to Meet Requirements: Revocation of Scholarship.)

**Reporting Requirements.** Reports and specific communications are required of all scholars. There are two primary phases of reporting: Application and acceptance into the Program (the Enrollment Application form and Scholar Agreement), and reporting for scholars already accepted in the Program (the yearly Renewal Application form, end of term reporting, and requirements for tuition payment or reimbursement). Required reporting is covered below under section D. A one-page spreadsheet entitled, "Lindsay/Sheafor Scholarship Program Requirements Schedule," summarizes these submission requirements and is provided on the website (see section G. Scholarship Program On-line Information). This reporting requirements summary is designed to help scholars keep track of approaching deadlines. The deadlines given are for the day that submissions must arrive at the Program Office. Scholars will not be reminded of upcoming due dates and no extensions will be granted beyond those dates.

## **D. Deadlines, Tuition Payment Cut-off, and Other Required Communication**

### **1. Submission Procedures**

There are two types of documentation that must be submitted: Scholarship Program forms (available on the website, see section G) and school-generated documents as described below. They can be transmitted by snail mail, EMAIL or fax. The rest of section D further describes the reporting requirements for the Program including the two main types of submission due dates: deadlines and cut-offs. If a scholar misses a deadline due date (see section D.2.), he or she may either be put on probation or have their scholarship revoked. As described in section D.3., missing a Cut-off date simply shifts the scholar into Reimbursement Mode (see section D.4.) and does not affect the "good standing" of a scholar.

If it is not convenient to send all submissions for a particular deadline or Cut-off together, they may be sent separately. Regardless of how they are transmitted, all submissions must be received at the Program Office in complete form no later the deadline date (or by the Cut-off date in order to have the Program make the tuition payment directly to the institution). Therefore, if a scholar is not absolutely certain that mailed submissions will make the deadline, they should also send them by fax or EMAIL and follow the procedures outlined in the next two paragraphs.

**Submitting Scholarship Program Forms.** With one exception all Program forms and applications to be completed by scholars may be submitted by EMAIL, snail mail or fax. EMAIL is preferred for forms, but they must be sent in Microsoft Word or PDF formats only. The one form that requires a paper copy to be submitted is the Scholar Agreement, which must be sent by mail with original signatures by first-time, enrolling scholars only. Remember to keep copies of all forms you submit.

**Submitting Tuition Bills, Tuition Payment Receipts and Grade Reports.** For each of these school-generated documents paper copies are required, but they can initially be transmitted to the Office via fax or EMAIL (PDF, or scanned jpg or jpeg formats only) in order to meet the Tuition Payment Cut-off date or end of term deadline, but in both cases a paper copy must follow by snail mail and be postmarked no later than the business day following the fax/EMAIL. Likewise, computer printouts or website downloads will be accepted as meeting the deadline or Cut-off date, but the official document must follow. Remember to keep copies of all submissions.

## 2. Submission Deadlines

In order to continue receiving your scholarship and remain a “scholar in good standing”, students must meet the deadlines for submissions and reports listed below. All partial and deficient submissions must be reconciled in complete form by the deadline date given in order to meet the deadline. Scholars will not be reminded of upcoming due dates and no extensions will be granted beyond those dates. The Program Administrator will send confirmation within a week of receiving any submission. If you do not receive confirmation in that time, you should contact the Program Office immediately.

**Missing a Deadline.** If a deadline is missed for any reason, the student’s scholarship for the coming semester may be revoked as provided in section F.

**Deadline Reporting and Forms.** There are two main types of reporting deadlines: those associated with Applications or Renewals and those with End of Term Reporting. Complete submissions must be received at the Program Office by each deadline. These deadline submissions are described below:

***Enrollment Application (for first-time applicants only):***

- Enrollment Applications must be received at the Program Office no later than June 30<sup>th</sup> prior to the beginning of the student’s first Program-supported term. If tuition is due earlier than July 14<sup>st</sup>, the Enrollment Application must be received and complete at least four weeks before the tuition postmark due date.

***The Lindsay/Sheafor Tuition Scholarship Program Scholar Agreement (for first-time applicants only):***

- An agreement signed by the scholar and parent(s)/guardian(s) accepting the terms and conditions of the Scholarship Program. It is required to be submitted in paper copy form with original signatures.
- It must be submitted by the by June 30<sup>th</sup> Enrollment Application due date, or if tuition is due earlier than July 21<sup>st</sup>, the Scholar Agreement must be received and complete three weeks before the tuition postmark due date.

***Current Scholar Renewal Application (for continuing scholars, submitted each year):***

- Renewal Applications are required to renew scholars that are already in the Program for each new school year and must be received at the Program Office no later than June 30<sup>th</sup>.
- If tuition is due earlier than July 21<sup>st</sup>, the Renewal Application must be received and complete at least three weeks before the tuition postmark due date.

***End of Term Report (for each term):***

- There are two submissions required after the completion of each term: an End of Term Report Form and an official school-generated grade report. If convenient, please submit the form and your grades together.
- Grade reports should be identifiable as coming from the school and include: individual grades and credit hours for the term, term grade point average (GPA), and cumulative GPA and credit hours (for all terms).
- All components of this report must be received and completed at the Program Office no later than Jan 31<sup>st</sup> following the fall term and June 30<sup>th</sup> for the spring.
- The summer session Report Form and grades are due at the office no later than September 15<sup>th</sup>. Regardless of the number of sessions attended, End of Term Reports and grades are required to be reported only once and should cover all summer classes taken.

### **3. Tuition Payment Cut-off**

In order for the Program to pay tuition directly to the institution, scholars must submit the tuition bill and Parent/Scholar Term Update Form (as described below) a minimum of two (2) weeks prior to the tuition postmark due date. The postmark due date is the date the check payment must be mailed to meet the payment requirements of your institution. If a school requires that payment be mailed, but does not provide a “payments must be postmarked by” date, the postmark due date shall be two (2) weeks plus four (4) business days before the final due date. If tuition is payable by credit card, the Cut-off date will be two weeks prior the final due date. The Program will assume responsibility for making payments to the institution, but the scholar will be responsible for making sure it is applied correctly to their account. All partial and deficient submissions must be reconciled in complete form by the Cut-off date in order for payment to be made directly to the school. Scholars will not be reminded of upcoming due dates and no extensions will be granted beyond those dates.

**Missing a Cut-off.** If the two-week Cut-off date is missed, scholars should make their tuition payment to the institution directly and proceed in Reimbursement Mode as described in section D.4. We understand that some institutions don’t provide tuition bills soon enough to meet this deadline and it will not be possible to make the payment request within the two-week window.

**Tuition Payment Cut-off Reporting and Forms.** Scholars who wish to meet the Tuition Payment Cut-off must submit both a tuition bill and a Scholar/Parent Term Update Form. Scholars must also have submitted all of the Reimbursement Mode submissions due from any previous terms in order to meet the Cut-off. If you do not receive an acknowledgement of your request for tuition payment from the Program Office within one week of submitting your payment request, contact the Program Office immediately, assume you will be in Reimbursement Mode and make your tuition payment directly to the institution.

***Tuition Bill (for each term and each tuition payment):***

- Institution-generated bills must arrive at the Office a minimum of two (2) weeks prior to the tuition postmark due date. Please keep a copy of the bill for yourself and send the original to the Scholarship Program.
- “Bill” refers to the actual bill from the institution. It should be identifiable as coming from the school (such as with the school letterhead/logo) and include the breakdown of the tuition and fees charged, due date, payment instructions, etc.
- If the Program will only be paying a portion of the charges, the requirement for an original shall be waived and a paper copy of the bill will be accepted.

- If to meet the Cut-off, the student needs to submit paperwork that does not contain all the above criteria (as with a computer printout of tuition charges), they must supply documentation of the breakdown of charges and include all other the information needed to pay the bill. The Program will then make payment directly to the institution, but a paper copy of the actual bill must follow when the scholar has received it.
- If the bill will not arrive at the Program Office at least two (2) weeks prior to the postmark due date, pay your tuition directly to the institution and proceed in Reimbursement Mode (as outlined below in section D.4.).
- The Program will make a maximum of one tuition payment per term directly to the institution. Additional tuition bills for that term will be handled through Reimbursement Mode.

***Scholar/Parent Term Update Form (for continuing scholars, at least once each term):***

- This form, required for each Program tuition payment, supplies the Program with updates on addresses, contact info, the student's class schedule, and the Paying Party for scholars in Reimbursement Mode.
- This form should also be submitted as needed during the term when scholar/parent contact information changes.

#### **4. Reimbursement Mode**

If the required tuition bill and Term Update Form are not received at the Program Office prior to the two-week Cut-off or the scholar prefers to pay the institution directly and be reimbursed (such as, for tax purposes), the scholar is placed in "Reimbursement Mode". In this Mode, the scholar makes any required tuition payments directly to the institution. After tuition is paid, the scholar must provide the Program Office with the submissions required for reimbursement as described below. Within two weeks of receiving complete reimbursement information, the Program Office will send a reimbursement check to the "Paying Party" (contact information for the party to be reimbursed). Once you realize that you will be in Reimbursement Mode, please notify the Program Office.

There is no specific deadline or cut-off in Reimbursement Mode, but reimbursement will not be made until all submissions are received as complete. Remember to keep copies of all submissions.

**Reimbursement Mode Reporting and Forms.** Scholars in Reimbursement Mode must submit a tuition bill, Scholar/Parent Term Update Form and payment receipt. If you do not receive an acknowledgement of your request for tuition reimbursement from the Program Office within one week of submitting your payment request, contact the Program Office immediately.

***Tuition Bill (described above under D.3. Tuition Payment Cut-off)***

- Can be submitted separately from the receipt that is generated later, but it must be received in order to receive tuition reimbursement.

***Scholar/Parent Term Update Form (described above under D.3. Tuition Payment Cut-off):***

- Even if you have submitted this form for an earlier payment made in the same term, this form must be submitted with all reimbursement requests in order to confirm Paying Party contact information.

***Tuition Payment Receipt (for each term and each tuition payment):***

- A receipt or account statement showing the tuition payment is required only for scholars in Reimbursement Mode. "Receipt" refers to original, official account statement that is sent from the institution (not simply text from a computer printout). This receipt should be identifiable as coming from the school (such as with the school letterhead/logo or seal) and show the date and amount of payment that was made and applied to the student's account. Make a copy for yourself and send the original to the Program Office.
- If the Program will only be paying a portion of the charges, the requirement for an original shall be waived and a paper copy of the receipt/account statement will be accepted.
- If the student needs to submit a fax or paperwork that is not an actual account statement (as with a computer printout showing the tuition payment), the Program will process the reimbursement, but a paper copy of the actual receipt/account statement must follow when the scholar has received it.

## 5. Other Submissions/Communications.

Other special reports and communications are required by the Program under certain circumstances and are summarized below.

### *Class Changes and Tuition Refunds/Additional Tuition Charges:*

- If, after the scholar's class schedule has been forwarded to the Program Office, there is a change in one or more classes (add/drop) and there is no change in the tuition fees, please notify the office of the schedule changes as soon as the change is made.
- If, after the Program has made a tuition payment, there are additional tuition charges payable by the Program for any reason (including schedule changes), the scholar should notify the office and proceed in Reimbursement Mode.
- If, after the Program has paid your tuition, the institution issues a tuition refund to the scholar for any reason, the scholar should contact the Program Office as soon as they are notified of the refund. It is understood that in some instances the school may not be willing to reimburse the Program directly.

### *Making a Change in the Learning Institution a Scholar Attends:*

- If the scholar plans to attend a different learning institution, whether it be a permanent or temporary change, they must contact the Program Office and request a Re-Enrollment Application (for Scholars Changing to a New School).
- This form will be due on June 30<sup>th</sup> for students changing schools in the fall, and October 31<sup>st</sup> for starting at a new school in the winter or spring term. (If tuition is due less than three weeks before the deadline given above, this form must be received by the Program Office and accepted as complete at least three weeks before the tuition postmark due date.) Students starting school at a different time of year should contact the Program Office to get their submission deadline.

### *Probation/Revocation Notice Response (described below in section F):*

- When the scholar and parent/guardian(s) receive a probation or revocation notice, both scholar and parent must contact the office within one (1) week to acknowledge that they understand the probation/revocation terms and, if required, schedule a conference.

### *Petition Form (described below in section E):*

- Must be requested at least five (5) weeks prior to the beginning of the coming term or five (5) weeks prior to the tuition postmark due date, whichever is earlier.

## **E. The Petition Process**

Should an applicant be unable to meet one or more of the Program requirements, a petition process is available through which the student's individual situation will be reviewed. A Petition Form may be requested by a first-time applicant who does not meet one or more of the requirements or by an accepted scholar who no longer meets one or more of the requirements and believes they have a legitimate reason for being included in the Program for the coming term. The procedure is as follows:

- The scholar makes a formal request to submit a Petition Form to the Program Administrator at least five (5) weeks prior to the beginning of the coming term or five (5) weeks prior to the tuition postmark due date, whichever is earlier.
- If the request is not accepted, the scholarship will be revoked for the coming term. The scholar must complete at least one term meeting all requirements in order to be accepted back into the Program.
- If the request is accepted, the scholar submits a completed Petition Form. The completed petition will be reviewed and a determination will be made as to whether the applicant will receive a scholarship and if any special contingencies must be met by the student.

- If the petition is not accepted, the scholarship will be revoked for the coming term. The scholar will be notified as to what must be accomplished in order to gain future acceptance in the Program and must complete at least one term meeting all requirements.
- If the petition is accepted, a scholarship will be awarded and the student will be notified as to what must be accomplished in that term in order to maintain future accepted status.

## **F. Scholars Unable to Meet Requirements**

A scholar that is unable to meet Program requirements (including meeting submission deadlines) will receive notice of one of two possible types of determination and will no longer be considered to be a “scholar in good standing.” At the discretion of the Scholarship Program, scholars will receive either a revocation notice or probation notice sent to both the student and the student’s parent/guardian(s).

### **1. Probation**

If a student misses one or more Program requirements, the scholar will be placed on Probation through the next conventional term for which tuition has not been paid. Probationary status, in itself, does not affect funding or inclusion in the Program, but does change when tuition will be paid. The probation notice is a written warning stating that without correction of the problem described in the letter, the student’s scholarship will be revoked for at least one full term. The letter will also include a start and end date for the probationary period. If a scholar fails to meet any of the requirements for the Program during the probation period, the scholarship may be revoked for at least one term.

### **Probation Correction Policy**

- a. Scholar and parent/guardian(s) must each contact the Program Administrator within one week to acknowledge the notice and, if required, set up a conference to discuss the non-compliance issue(s)
- b. The current problem must be corrected in the time indicated in the notice
- c. The scholar must make all payments for the Probation Term(s) directly to their educational institution. A scholar’s tuition will be reimbursed within two weeks once the term has been completed and the following submissions have been received:
  1. Tuition bill
  2. Scholar/Parent Term Update Form, including contact information for the party to be reimbursed (“Paying Party”) and class schedule
  3. Payment receipt
  4. End of Term Report (including grade report)
- d. Scholar must meet all Program requirements during the probationary period and all submissions relating to the probation term must be received at the Office by the End of Term deadline
- e. If a, b, c and d are met, scholar will be reinstated as a scholar in good standing, but must complete the next term in Reimbursement Mode
- f. Once a through e are met, standard Program requirements will again be afforded to the scholar
- g. If scholar does not meet all of the above requirements and complete their submissions by the End of Term Report deadline, the scholarship may be revoked for at least one term

### **2. Revocation of Scholarship**

A revocation notice indicates that the student will not receive a scholarship for at least one conventional term. The letter will also include a start and end date for the revocation period. The scholar will be notified of the requirements that must be met during the revocation period to have the

scholarship reinstated. The student must correct the problem that led to the revocation, continue meeting all of the communication and submission deadlines and meet all requirement deadlines for a full term before they can be reinstated as a scholar in good standing.

In some instances tuition payment for the coming term may have been paid before a revocation notice is generated. If a scholarship is revoked for a semester that the Program has already paid for, the scholar must make arrangements to repay the Program for that tuition payment. For example, a scholar had less than a 'C' or 2.0 average for the fall semester and their scholarship was revoked for the spring semester. If the Program had already paid tuition for the spring semester, the student would be responsible for making arrangements to reimburse the Program for the tuition paid for that term.

### **Revocation Correction Policy**

- a. The student's scholarship is revoked for at least one conventional term
- b. Scholar and parent/guardian(s) must each contact the Program Administrator within one week to acknowledge the notice and, if required, set up a conference to discuss the non-compliance issue(s)
- c. The current problem must be corrected in the time indicated in the notice
- d. Once a scholar has paid the tuition for the term, they must submit the following, so the Program can track and reconcile scholarship support amounts:
  1. Tuition bill
  2. Scholar/Parent Term Update Form
  3. Payment receipt
  4. End of Term Report (including grade report)
- e. Scholar must continue to meet all Program requirements during the revocation period and all submissions relating to the probation term must be received at the Office by the End of Term deadline
- f. If b, c, d and e are met during the revocation period and once the tuition payment has been reconciled with the amount owed back to the Program, the scholar will be eligible to receive the scholarship for the following term and will be reinstated as a scholar in good standing, but must complete the next term in Reimbursement Mode
- g. If b through f are met, standard Program requirements will again be afforded to the scholar

### **G. Scholarship Program On-line Information**

For further information and to find the required forms to download, go to the website at [www.LindsayClan.com](http://www.LindsayClan.com). The direct link to the site is:

[http://www.lindsayclan.com/walter\\_solomon/cindy/scholarship.html](http://www.lindsayclan.com/walter_solomon/cindy/scholarship.html)

If the link does not work, you can access the Scholarship Program information by going to the [www.LindsayClan.com](http://www.LindsayClan.com) homepage, click on the following links: "Walter Solomon", then "Cindy Jo", and then "The Lindsay/Sheafor Scholarship Program".

It is suggested that all scholars make use of the one page spreadsheet summary of the Program due dates referenced in the last paragraph of section C. This document can be downloaded on website is titled, "**Program Requirements Schedule** (a one page spreadsheet summary to help scholars track Program deadlines and requirements for each term)."

Otherwise, please feel free to contact the Program Office for clarification or answers to any questions you might have at the phone or email address provided below.

Cindy Lindsay

Steve Sheafor

Bram Sheafor  
Program Administrator

## The Lindsay/Sheafor Tuition Scholarship Program Scholar Agreement (“Agreement”)

This Agreement spells out and references the requirements necessary to participate in the Lindsay/Sheafor Tuition Scholarship Program (“Program”) specified in the Lindsay/Sheafor Tuition Scholarship Program Guidelines (“Program Guidelines”). By signing this Agreement, I acknowledge that the Program will provide funding for my undergraduate tuition as long as I meet my commitments as specified in this Agreement and the Program Guidelines.

1. I have read completely and agree to follow the Program Guidelines as required.
2. I understand the two payment options of the Program: Using the Tuition Payment Cut-off or being placed in Reimbursement Mode.
3. I agree to meet all submission deadlines and communication requirements of the Program and submit them directly to the Program Office or Administrator.
4. I understand when a special petition is required. I agree to follow the petition process when necessary.
5. If I fail a class or am given an incomplete, I understand that I will owe the cost of that class back to the Program. I also understand the other circumstances where I would owe money back to the Program when I drop or do not complete a class.
6. If I don’t meet the Program Requirements, I understand that my scholarship may be revoked. If my scholarship is revoked or I am placed on probation, I agree to correct any non-conformance and meet my responsibilities in the future.
7. I promise that if there is anything I don’t understand, I will contact the Program Administrator in a timely manner for clarification.

\_\_\_\_\_  
Name of Applicant Scholar (please print)

\_\_\_\_\_  
Signature of Applicant Scholar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant’s Parent or Parents (please print)

\_\_\_\_\_  
Signature(s) of Applicant’s Parent or Parents

\_\_\_\_\_  
Date