

The Lindsay/Sheafor Tuition Scholarship Program Guidelines

Requirements, Procedures and Deadlines

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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.

1. Program Requirements

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

- You must be a blood relative to 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 Lindsay/Sheafor Tuition Scholarship Program must make the tuition payment directly to the educational institution.
- 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.

Scholarships are paid directly to the academic institution and 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 and similar charges.

Note: Students that do not meet one or more of these requirements may be able to petition for inclusion in the Program. See section 6.

1. Other Terms of Engagement

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.

Late Fees. Late fees charged to the scholar by the learning institution for a missed deadline are the responsibility of the scholar.

Class Adds. The Program will pay for increases in actual tuition costs due to changes made in a scholar’s class schedule. Any additional fees charged by the learning institution for adding or

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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 reimbursed by the student to the Program.

Class Drops. If a scholar drops one or more classes, he/she must immediately notify the Program administrator (see section 4 for specific reporting requirements). If the tuition bill would have been less if the student had never signed up for the dropped course(s), 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 tuition fees would have been 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 Scholarship Program funding maximum 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, 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 example under section 7. Scholars Unable to Meet Requirements, "Revocation of Scholarship.")

1. 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. If you are unable to meet any of the stated deadlines, see "*Missing a Deadline*" below. A one-page Scholarship Deadlines spreadsheet document summarizing these submission requirements is provided on the website:

http://www.lindsayclan.com/walter_solomon/cindy/scholarship.html

This reporting requirements summary is designed to help scholars keep track of approaching deadlines. If a scholar believes that they may not meet a deadline, they must contact the Program administrator before that deadline and request a Deadline Extension. **NOTE: The deadlines given are for the day that submissions must arrive at the Program office.**

Missing a Deadline. If a deadline is missed either because an extension was not requested or

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the extension was not met, the student scholarship for the coming semester may be revoked as provided in section 7 below.

1. Required Reporting

Submissions Required of All Scholars. Reports and specific communications are required by the Program for all scholars. Required reporting is summarized below. Hard copies are required of all submissions for our files and must be received at the Program office by the deadline date. Faxes and emails are not accepted.

Enrollment Application (for first-time applicants only):

- Enrollment Applications must be received at the Program office four (4) weeks prior to the beginning of the student's first term or four weeks prior to the tuition due date, whichever is earlier.
- Enrollment Application must be received before the tuition will be paid.

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

- An agreement signed by the scholar accepting the terms and conditions of the Scholarship Program.
- To be signed by all scholars and submitted with the Enrollment Application.

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

- Renewal Applications must be received at the Program office three (3) weeks prior to the beginning of the coming term or three weeks prior to the tuition due date, whichever is earlier.
- Renewal Application must be received before the tuition will be paid.

Scholar Contact & Status Update Form (for continuing scholars, submitted each term):

- This form updates the Program on changes in important addresses, contact info, and student status to ensure that we have current information.
- It is to be submitted to the Program office along with the Current Scholar Renewal Application and End of Term Reports by the deadline for each form respectively.

Tuition Bills (for each term):

- The bill for tuition must be received by mail at the Program office a minimum of two (2) weeks prior to the tuition due date. More lead time, if it is possible, would be greatly appreciated. Please keep a copy of the bill for yourself and send the original to the Scholarship Program.
- If the Program will only be paying a portion of the charges, the requirement for an original shall be waived and a copy of the bill will be accepted.
- Please contact the Program office by email, phone or in the Enrollment or Renewal Application to specify when the bill is due and when the bill will be forwarded to the office.
- If the bill will not arrive at the Program office at least two (2) weeks prior to the due date, you will need to consult with the office in advance of the deadline to determine whether you will need to provide priority or next day service in order to allow for the processing time needed.

Tuition Payment Receipts (for each term):

- A receipt or account statement showing the Program's tuition payment should be received by mail at the Scholarship Program office within three (3) weeks of the payment due date. This receipt should show the date and amount of payment that was made by the Program and applied to the student's bill. Again make a copy and send the original to the Program office.
- If the Program only paid a portion of the charges, the requirement for an original shall be waived and a copy of the receipt/account statement will be accepted.
- If the school does not normally mail a receipt, the scholar will need to contact the institution's payment office to make arrangements for getting a receipt.

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End of Term Report:

- There are three submissions required after the end of each term: an End of Term Report Form, a grade report, and a Scholar Contact Status Update Form.
- All three components of this report are due at the Program office no later than Jan 15th following the fall term and June 15th in the spring. Send the original of your grade report to the Program office and keep a copy for yourself.
- If you can meet the End of Term Report deadline, please mail the Report and your grades together. Otherwise, send the report and contact the Scholarship Program office with an estimate of when grades will be forwarded to the office.
- Summer session deadlines are 30 days after the final day of your final summer term. If you are taking more than one session during the summer, End of Term Reports and grades are required to be reported only once. For example, if you took two summer terms from June 30-July 29 and July 30-August 29, your End of Term Report and grades would be due 30 days after August 29.

Special Case Submissions/Communications. Special reports and communications are required by the Program under certain circumstances and are summarized below. Hard copies are required of all submissions for our files and must be received at the Program office by the deadline date. Faxes and emails are not accepted.

Deadline Extension Request:

In the case where a scholar may or will miss a deadline after all efforts have been made to meet Program deadlines, a request may be made by EMAIL or phone to receive an extension of time beyond the Program due date. You must contact the Program office prior to the deadline date to request an extension. If you are not absolutely certain that the mailed document(s) will arrive by the deadline date, notify the Program Administrator as to the date sent and shipping method. Please note that regular mail usually takes five business days to get to the office. Rule of thumb: if it is going to be close, notify the Program office.

Petition Form:

- Must be requested at least four (4) weeks prior to the beginning of the coming term or four (4) weeks prior to the tuition due date, whichever is earlier.

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 within one week.
- If after the tuition has been paid by the Scholarship Program, there are additional tuition charges due for any reason (including schedule changes), please contact the Program Administrator **by telephone within one day**, so immediate direct payment arrangements can be made.
- If, after the tuition has been paid by the Scholarship Program, the institution issues a tuition refund to the scholar for any reason, please contact the Program office within one (1) week regarding the reimbursement of funds to the Scholarship Program. It is understood that in some instances the school may not be willing to reimburse the Program directly.

Probation/Revocation Notice Phone Conference:

- If scholar and parent/guardian(s) receive a probation or revocation notice requiring a conference with the Program office conference (referred to in section 7), they must contact the office within one (1) week in order to schedule the conference.

1. The Petition Process

Should an applicant be unable to meet one or more of the requirements listed above, a petition

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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 Program requirements or 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 for submitting a petition begins with the scholar making a formal request to submit a Petition Form to the Program Administrator:

- If the request is not accepted, the scholarship will be revoked for the coming term. The scholar must complete at least one term meeting the Program requirements and reporting these results to the Program office in order to be accepted into or 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 must complete at least one term and will be notified of what must be accomplished in order to gain future acceptance in the Program.
- 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.

1. Scholars Unable to Meet Requirements

A scholar that is unable to meet Program requirements (including meeting submission deadlines) and is not accepted through the petition process, 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 Program office, scholars will receive either a revocation notice or probation notice sent by regular mail to both the student and the student's parent/guardian(s).

Probation. If a student does not meet Program requirements, the Program office will send a probation notice. Probationary status, in itself, does not affect funding or inclusion in the Program. It is a written warning stating that without correction of the problem described in the letter, the 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 will be revoked for at least one term.

Probation Correction Policy

- a. Scholar and the scholar's parent/guardian(s) must contact the Program administrator to set up a conference to discuss the non-compliance issue(s) within one week of receiving the notice
- b. The current problem must be corrected in the time indicated in the notice
- c. Scholar must meet all Program requirements during the probationary period
- d. If numbers a, b and c are met, scholar will be reinstated as a scholar in good standing
- e. If scholar does not meet all of numbers a, b and c, the scholarship will be revoked for at least

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one term

Revocation of Scholarship. A revocation notice indicates that you will not receive a scholarship for at least one 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 term
- b. Scholar and the scholar's parent/guardian(s) must contact the Program administrator to set up a conference to discuss the non-compliance issue(s) within one week of receiving the notice
- c. The current problem must be corrected in the time indicated in the notice
- d. Scholar must continue to meet all scholarship reporting and submission requirements during the revocation period
- e. If numbers b, c and d are met during the revoked semester, scholar will be eligible to receive the scholarship for the following semester and will be reinstated as a scholar in good standing

1. Scholarship Program On-line Information

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

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 homepage, click on the following links: "Walter Solomon", then "Cindy Jo", then "The Lindsay/Sheafor Scholarship Program".

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.

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Cindy Lindsay

Steve Sheafor

Bram Sheafor
Program Administrator

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

This Agreement specifies 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 the Program Guidelines.

1. I have read completely and agree to follow the Program Guidelines as required.
2. I agree to meet all submission deadlines and communication requirements of the Program. I agree to contact the Program office and make specific arrangements to comply with the Program requirements if I expect to or might miss a Program deadline.
3. I agree to make all submissions and communications required directly to the Program office. I agree to provide all information as hard copy submissions.
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 circumstances where I would owe money back to the Program when I fail, 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 immediately for clarification.

Name of Applicant (please print)

Signature of Applicant Scholar

Date

Name of Applicant’s Parent or Parents

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Signature(s) of Applicant Parent or Parents

Date