



Rochester Area Community Foundation ■ 500 East Avenue, Rochester, NY 14607
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Terms and Conditions for Rochester Area Community Foundation Scholarships

All scholarships are for the specific purpose(s) set forth in the award letter and may be spent only for those purposes. Questions about appropriateness of use or requests for changes of use of funds must be directed in writing to the Scholarships and Grants Associate at the Community Foundation for approval. No use may violate the criteria of the award or the intent of the donor who established the Fund. The decision to approve a change of use lies solely with the Community Foundation.

It is the responsibility of the recipient to keep the Community Foundation updated of any change in his/her permanent mailing address or other contact information.

Since the Community Foundation administers dozens of scholarships, all communication or submitted documents from students, committees, and schools related to Community Foundation scholarships must clearly identify the name of the particular Scholarship. Forms or documents submitted without that information may be discarded.

If for any reason a designated recipient is unable to apply a scholarship from the Community Foundation (e.g., unable to attend college or receives other scholarships negating the need) the student must inform the Community Foundation immediately. (See Refund Policy.)

Unless otherwise specified in the award letter, scholarship payments are generally made in August upon receipt by the Community Foundation of necessary documentation. The Community Foundation does not send out reminders and will not process awards after March 15 of the following year. It is the responsibility of the recipient to submit the required documents on time. If the appropriate documentation is not received by March 15, the award is forfeited.

Awards are usually paid directly to the student's school after the student has confirmed his/her enrollment, met any other criteria, and submitted the necessary documentation. Students must demonstrate through their scholastic record that they are making satisfactory academic progress toward a degree in order to receive financial assistance. Unless otherwise specified in the award letter, our minimum requirement is a 2.0 cumulative GPA. How the scholarship is allocated to the student's bill is determined by the school and the recipient, not by the Community Foundation unless such allocation is a condition of the scholarship.

Occasionally, scholarships are paid directly to the recipient to be used for expenses of higher education, but only under certain circumstances allowed by the scholarship's criteria. The criteria, documentation and reporting needs are outlined in the award letter to the recipient.

Payment of the scholarship award is the limit of the Community Foundation's obligation, and the Community Foundation has no obligation or liability to provide additional or further support to the scholarship recipient.



DEFERRAL POLICY

Under certain circumstances, a scholarship may be deferred for up to one year. If a scholarship recipient elects to defer payment, in part or in whole, that student must provide the Community Foundation with a written request. The decision whether to defer or deny the scholarship lies solely with the Community Foundation.

RENEWAL POLICY

Some scholarships are renewable for subsequent semesters or years. Students must demonstrate through their scholastic record that they are making satisfactory academic progress toward a degree in order to receive financial assistance. Unless otherwise specified in the award letter, our minimum requirement is a 2.0 cumulative GPA. Students are informed at the time of the initial award whether their scholarship is renewable and the process for obtaining future awards. It is the responsibility of the student to submit the appropriate and necessary documentation on time. The Community Foundation does not send reminders.

REFUND and FORFEITURE POLICY

If a scholarship recipient experiences unusual circumstances that adversely affect his or her performance, enrollment, or other status related to the scholarship, that student must submit a written explanation of his or her circumstances as soon as possible to the Community Foundation for review. Awards may be continued on a probationary basis or may be discontinued at the Community Foundation's sole discretion.

If a student withdraws or is asked to leave school for disciplinary or academic reasons, s/he forfeits any remaining scholarship amount. The student must inform the Community Foundation immediately and must ensure that any refund be sent to the Community Foundation.

If a scholarship recipient withdraws from school for purposes other than disciplinary or academic reasons during the scholarship period, does not enroll in another institution for which the scholarship is eligible, and does not request a deferment, s/he forfeits the scholarship, and any remaining amount must be refunded to the Community Foundation. The student is responsible for informing the Community Foundation immediately about the change in status and for ensuring that the scholarship is refunded to the Community Foundation.

If a scholarship recipient withdraws from school for purposes other than disciplinary or academic reasons and enrolls in the same or another educational institution during the same academic year, s/he may be entitled to the scholarship (unless the award is institution specific) upon written request and approval by the Community Foundation. If the college/university policy limits the amount of money that may be refunded, the student will not receive full benefit of the scholarship. The student is responsible for informing the Community Foundation about the change in status and for arranging for any refund and/or re-payment.

Any refund resulting from a Community Foundation scholarship must be returned to the Community Foundation. Failure to return a refund to the Community Foundation will result in the forfeiture of any remaining or future scholarship opportunities and may result in legal action.