POLICY STATEMENT OF THE
SCHOLARSHIP PROGRAM FOR THE
RICHARD WALLRATH EDUCATIONAL FOUNDATION

The Scholarship Program Policy (the “Policy”) applies to all recipients of college scholarships (“Recipients”) awarded by the RICHARD WALLRATH EDUCATIONAL FOUNDATION (RWEF) and is administered through the TEXAS 4-H YOUTH DEVELOPMENT FOUNDATION (TEXAS 4-H FOUNDATION). Acceptance of an RWEF directly-funded scholarship is strictly governed and controlled by the Policy.

ENROLLMENT REQUIREMENTS

To receive scholarship funding, the following enrollment requirements must be met:

• 12 semester hour minimum: For the duration of the scholarship, recipients must enroll and successfully complete a minimum of 12 credit hours each fall or spring semester at an accredited Texas college or university. However, exceptions to this 12 semester minimum may be approved by the RWEF if the recipient is participating in his/her college’s or university’s approved internship program that coincides with the recipient’s degree in his/her major.

• Four Year Degree: Recipients must pursue a course of study leading to a four-year degree. Scholarship funds will not be paid to vocational/trade schools, nor in support of a course of study leading to vocational certification.

GENERAL ELIGIBILITY REQUIREMENTS

1. MINIMUM ACADEMIC REQUIREMENTS: Recipients must maintain a minimum grade point average of 2.0 out of 4.0 based on completion of a minimum of 12 credit hours each semester, as well as a 2.0 cumulative average throughout the duration of the scholarship.

2. MAJOR FIELD OF STUDY: Recipients must maintain a major leading to the attainment of a bachelor’s degree at an accredited Texas college or university throughout the duration of the scholarship. Recipients must notify the TEXAS 4-H FOUNDATION if they changed majors using the Special Request Form (Appendix B).

3. ENROLLMENT IN COMMUNITY OR JUNIOR COLLEGE: Enrollment in a community or junior college is permissible for Recipients of four-year scholarships. Recipient must enroll in courses consistent with the pursuit of a four-year degree.

Enrollment is limited to four semesters, after which Recipient must transfer to a four-year institution.

4. CORRESPONDENCE WITH DONOR: Recipients are required to correspond with the RWEF twice a year during attendance in college or university, and to send one final letter upon completion of the last funded semester. See Appendix A for reporting schedule.

5. FAILURE: Failure to comply with any of the above requirements may result in disciplinary action (see page 3).
SCHOLARSHIP PAYMENTS/STIPENDS

1. SCHOLARSHIP STIPEND DISBURSEMENTS:

WHERE SCHOLARSHIP FUNDS WILL BE SENT: Scholarship funds are sent directly to the Financial Aid Office of the college/university and will not be disbursed directly to Recipients. It is the sole responsibility of the Recipients to inform the TEXAS 4-H FOUNDATION of the current college/university that is to receive scholarship funds on their behalf during each semester upload.

WHEN FUNDS WILL BE SENT:

- Fall Semester - August
- Spring Semester - January
- Summer Semester - June (IF APPROVED)

Note: Universities using the trimester format will receive scholarship funds according to a semester schedule.

2. HOW SCHOLARSHIP FUNDS ARE DISBURSED: Scholarship funds are sent with instructions that they be applied to the Recipient’s account. After all applicable fees are debited and all payments from any source credited, any credit balance is refunded directly to the Recipient. The RWEF disburses scholarship funds to the colleges/universities and does not control posting or disbursement of scholarship funds from the institution to the Recipient.

3. AMOUNT DISBURSED:

- Four Year Scholarships: Eight equal payments based on the total amount of the scholarship award.
- Summer School Payments: Equal to one full payment for enrollment in 9 semester hours or more; one-half semester payment for enrollment in less than 9 semester hours. Summer School payments decrease the amount of scholarship funds available for payment in fall and spring semesters.
- Interim Semester Payments: Payments will not be issued for interim semester (“mini-semester”) sessions.

4. REQUEST FOR SUMMER SCHOOL PAYMENT: A Recipient may request scholarship funds for summer school. No retroactive payments will be made for summer session work. Recipients who desire scholarship funding for summer school must submit a Special Request Form (Appendix B) to the TEXAS 4-H FOUNDATION via 4-H CONNECT by the appropriate reporting deadline (Appendix A) to receive a summer payment.

5. AVAILABILITY OF FUNDS AFTER GRADUATION: Recipients who complete their undergraduate course of study and who have scholarship funds remaining may be eligible to use these funds for post-baccalaureate studies, graduate school or a professional degree program (e.g., medical school, law school or veterinary medicine), provided the Recipient is still eligible and the institution is accredited and within the state of Texas. Recipients have one calendar year from the time of completion of their undergraduate course of study and/or enrollment in another program to utilize any remaining scholarship
funds. If not utilized, the scholarship funds will be forfeited and revert back as unrestricted to the RWEF. No remaining scholarship funds will be paid directly to a Recipient. Recipients must submit a Special Request Form (Appendix B) to the TEXAS 4-H FOUNDATION to utilize these funds for graduate school or a professional degree program.

REPORTING REQUIREMENTS

1. **4-H CONNECT PROFILE:** Each scholar is required to setup and maintain a current profile on the Texas 4-H Youth Development 4-H CONNECT System as a “4-H SCHOLAR”. **DO NOT setup multiples profiles.** The same profile will be used each semester. A step by step guide for 4-H CONNECT can be found in Appendix C. This online profile will also be where scholars will upload all necessary reporting documents (copies of transcripts, donor correspondence, schedules, etc.). **ALL DOCUMENTS MUST BE IN PDF FORMAT.** Any items uploaded in a non-pdf format will be rejected. A schedule outlining the reporting deadlines can be found in Appendix A. Failure to provide this documentation or maintain your profile by the stated deadlines may result in probation and/or forfeiture of the scholarship.

2. **GRADE REPORTING REQUIREMENT:** Recipients must furnish the TEXAS 4-H FOUNDATION with copies of their grades from the fall and spring semester and any summer school session in accordance with the following provisions. See Appendix A for reporting schedule.

   - **Fall Semester Requirement:** Fall grades must be uploaded into 4-H CONNECT in the form of an “unofficial transcript.” The transcript can be downloaded from the internet grade system of the institution, provided the Recipient’s name and UIN are included on the document.
   - **Spring Semester Requirement:** Grades must be uploaded into 4-H CONNECT in the form of an “unofficial transcript.” It is acceptable for the transcript to be downloaded from an institution’s online grade system. The transcript must include the scholar’s name and /or UIN. In addition, an OFFICIAL transcript must be sent to the Foundation. The transcript can either be mailed (postmarked on or before the deadline) in an unopened and stamp sealed envelope by the institution or an e-transcript can be emailed directly to 4hscholarships@ag.tamu.edu from the institution. It is your responsibility to ensure the transcript is received by the Foundation. We advise that you keep a copy of your request to the college or university showing the date of submission.

Graduating seniors must provide an official final transcript.

3. **CLASS SCHEDULE:** A class schedule, showing registration for at least 12 credit hours, must be uploaded into 4-H CONNECT. The schedule must be from a university/college and contain the scholar’s name and UIN. Please note that a graphic schedule or “week at a glance” version will not be accepted. The Foundation must be able to verify your the number of credit hours you are enrolled in. Failure to meet this requirement by the specified deadlines in Appendix A may result in payment probation and/or forfeiture of the scholarship.

Recipients are responsible for sending in grade reports and transcripts regardless of their institution’s policy in reporting grades to a scholarship donor. When grades are not available by the deadline, the scholar needs to upload what he or she has (progress letter, schedule, etc.) and include a note that states grades have not been posted. In the event this occurs, your profile will be sent back to you after review and you will be asked to upload your grades and resubmit at the earliest date possible.
DISCIPLINARY ACTION

If a Recipient fails to comply with any Policy requirements, the RWEF may take disciplinary action. Disciplinary action may include probation, suspension of scholarship funding, and/or termination of the scholarship. The RWEF is the only party that is allowed to make decisions concerning disciplinary action and their decision is final and binding on the Recipient.

1. **NOTIFICATION OF DISCIPLINARY ACTION:** Recipients subject to disciplinary action will be notified by certified letter sent to the last permanent address on file. Such notices will be sent in January and July, or as soon thereafter as practical.

2. **FORFEITING FUNDS:** Upon termination, remaining scholarship funds are forfeited and revert to the RWEF.

APPROVAL FOR EXCEPTIONS

1. If a Recipient feels an exception to the standards as set out in this Policy Statement is appropriate, the following information must be submitted to the TEXAS 4-H FOUNDATION, in writing, which shall contain the following information regarding the Recipient:

   - Name
   - The year the scholarship was awarded
   - The college or university attended
   - A concise request which explains the requested exception
   - Concise itemized reasons for making the request for the exception

The failure to include all of the above information will prevent the application for exception from being considered.

MISCELLANEOUS

1. **CHANGES IN RECIPIENTS INFORMATION:** It is the sole responsibility of the Recipient to notify the TEXAS 4-H FOUNDATION immediately of changes in:

   - School attending (via Special Request Form - Appendix B)
   - Major Field of Study (via Special Request Form - Appendix B)
   - Permanent Home Address (via 4-H CONNECT)
   - Non-Permanent College Address (via 4-H CONNECT)

Recipients who notify the TEXAS 4-H FOUNDATION of a change in school after a semester disbursement is made will have scholarship funds sent to the new school upon receipt of returned fund from the first school.

2. **RETURN OF FUNDS:** If scholarship funds sent for a Recipient are returned by the institution (for non-enrollment, etc.), the Recipient’s scholarship will initially be placed on “hold” status and no scholarship funds will be disbursed until the Recipient communicates with the TEXAS 4-H FOUNDATION. The RWEF shall have the absolute right to terminate the scholarship if there is no communication from the Recipient within thirty (30) days after said funds are returned.
3. **RETURNED MAIL:** If the RWEF receives “returned mail” for a Recipient, that Recipient’s scholarship will be placed on “hold” status and no scholarship funds will be disbursed until the Recipient communicates with the TEXAS 4-H FOUNDATION. However, the RWEF shall have the absolute right to terminate the scholarship if there is no communication from the Recipient within thirty (30) days after said “returned mail” is received by the RWEF.

4. **EXEMPTION FROM 12 SEMESTER HOUR REQUIREMENT:** Recipients who are graduating seniors, participating in internship or co-op programs, or who are completing their student teaching are exempt from the 12 semester hour minimum enrollment requirement. Recipients must submit a Special Request Form (Appendix B) to the TEXAS 4-H FOUNDATION via 4-H CONNECT by the appropriate reporting deadline (Appendix A). The TEXAS 4-H FOUNDATION also requires documentation, such as a letter from an advisor, for exemption from the credit hour requirement.

5. **DUAL-ENROLLMENT:** Scholars who intend to enroll at more than one institution for a semester (“dual-enrollment”) must notify the TEXAS 4-H FOUNDATION via the additional information section at the bottom of the report in 4-H CONNECT. However, scholarship funds will only be sent to one institution each semester. If you prefer funds to go to one school over the other please specify in this section as well.

6. **HOLD STATUS:** Inactive status (“hold”) may be granted by the RWEF upon request by the Recipient. Recipients must submit a Special Request Form (Appendix B) to the TEXAS 4-H FOUNDATION via 4-H CONNECT by the appropriate reporting deadline. Such actions are decided on a case-by-case basis. Scholarship funds will not be held for more than one year (two semesters).

7. **OFFICIAL ADDRESS FOR ALL CORRESPONDENCE:** All correspondence to be sent to the RWEF shall be sent to:

   RICHARD WALLRATH EDUCATIONAL FOUNDATION  
P.O. Box 1249  
Centerville, Texas 75833

All correspondence to be sent to the TEXAS 4-H FOUNDATION shall be sent to:

   TEXAS 4-H YOUTH DEVELOPMENT FOUNDATION  
c/o Richard Wallrath Educational Foundation Scholarship  
P.O. Box 11020  
College Station, Texas 77842-1020

   Phone: (979) 845-1213  
   Fax: (979) 862-4561  
   E-Mail: 4hScholarships@ag.tamu.edu

8. **DISPUTES/VENUE:** All issues and questions concerning the Policy shall be determined exclusively by RWEF. All disputes concerning the Policy shall be governed by and construed in accordance with the laws of the State of Texas and shall be adjudicated in the District Courts of Harris County, Texas.
## APPENDIX A - REPORTING SCHEDULE

<table>
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<tr>
<th>POSTMARK/UPLOAD DATE</th>
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<th>DONOR</th>
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# WALLRATH SPECIAL REQUEST FORM

![Texas 4-H Youth Development Foundation](image)

**Texas 4-H Youth Development Foundation**  
P.O. Box 11020  
College Station, Texas 77842-1020

| **Name:** |  
| **E-Mail:** |  
| **Phone Number:** |  
| **Scholarship Name:** |  
| **Year Awarded:** |  
| **University/College:** |  
| **Change of University/College and/or Major:** |  

- Old School: ____________________________  
- New School: ____________________________  
- Old Major: ____________________________  
- New Major: ____________________________

*Change of University/College and/or Major may result in loss of scholarship.

**Special Request**  
(please check the appropriate box and all that apply):

- [ ] Summer Payment  
- [ ] Double Payment (due to early graduation)*  
- [ ] Graduate School Payment  
- [ ] Scholarship Hold (only one year/two semesters allowed)  
- [ ] Scholastic Appeal  
- [ ] Exemption for Hour Requirement*  
  
  **Reason:** ____________________________

- [ ] Other: ____________________________

*Double Payments due to early graduation and Exemption from Hour Requirements for internships, student teaching, or having fewer than 12 credit hours left before graduation require a letter or email from a school official (such as an advisor) confirming such circumstances.

**Date Submitted:** ____________________________
APPENDIX C: SCHOLARSHIP REPORTING - 4-H CONNECT GUIDE

4-H CONNECT GUIDE

Step 1: Create 4-H Scholar Login (first-time only)
Go to https://texas.4honline.com/.
- Select the “I need to setup a profile” option.
- Complete all fields.
- In the drop down box for “Role” select “4-H Scholar”.
- Click on the “Create Login” button.

*Make sure to save login information for future use.
*DO NOT setup multiple profiles. They will be deleted.

NOTE: For future logins, click the “I have a profile” option, login, and then proceed to Step 3.

Step 2: Complete Personal Information
- Complete all required fields. Ensure all information is updated and the best way to be contacted by the Foundation. This contact information will be used for any issues or questions regarding scholarship status.
- This information will need to be updated each semester.
- Click the “Continue” button.

Step 3: Select Profile and Event
- This screen will be seen once a login has been successfully completed for the Scholar Profile.
- Under “Register In An Event”, select the appropriate “Profile” and the appropriate “Event” from the drop down menus.
Step 3: Select Profile and Event (cont.)

- This screen will appear once the event is selected.
- Click the “Register” button.

Step 4: Complete Contact Information

- Fill out all bolded fields in the “Scholar Contact” and “Parent Contact” Sections. Please ensure this information is current and the best way to be reached regarding scholarship status and updates.
- **DO NOT** use a Social Security Number as a Student ID. Please ensure this is the number assigned by the University/College that will receive upcoming payment. This will be used on all payments to ensure they are deposited to the correct account.
- “Parent Contact Information” will be used in the event any correspondence is returned using the “Scholar Contact Information”.

Step 5: Complete University/Scholarship/Academic Information

- Fill out the bolded fields in each section.
- For co-enrollment, update the "College/University Information" to reflect any changes. The college/university indicated is where payment will be mailed.

*NOTE*: If the school or major has changed, fill out the Special Request Form found in Appendix B.

- The “How many hours of college credit have you completed” box will need to match the hours on the transcript to be uploaded in Step 6.
- Under “Scholarship Information”, select Richard Wallrath Educational Foundation.
- Under “Academic Information”, ensure the GPA is only for the semester just completed (not overall GPA) and that it matches the transcript to be uploaded in Step 6.
- The “How many hours you are currently enrolled in” box must match the schedule to be uploaded in Step 6. If registration is incomplete, put the number of hours which you are currently enrolled. In the comment box at the bottom of the upload, please include further information.

*NOTE*: Payments will not be made until enrollment hours meet the minimum.
Step 6: Upload Documents

- **ALL UPLOADS MUST BE IN PDF FORMAT.**
- Upload a copy of the donor thank you letter. The original letter should be mailed to the Wallrath Foundation (see page 5).
- Upload an unofficial transcript reflecting the most recently completed semester. If co-enrolled, each transcript must be uploaded to receive full credit for completed hours.

*NOTE:* In the Spring, an **OFFICIAL** transcript must **ALSO** be mailed to the Foundation. You still need to upload a copy.
- Upload the schedule for the upcoming semester. If registration is not complete the schedule must still be uploaded, but make a note in the comment box below. If co-enrolled, each schedule must be uploaded to receive full credit for enrollment hours.

*NOTE:* Payment will not be made until enrollment in the minimum number of hours is complete.
- If a special request, an appeal, or an acknowledgment of a school or major change is needed, please complete the “Special Request Form” (see Appendix B) and upload.
- The comment box below can be used to let Foundation staff know of any issues with reporting. All available information must be uploaded by the deadline. Special consideration maybe given for incomplete grades or incomplete enrollment if noted.

*NOTE:* Even if you are missing information/hours/grades, you must upload any information you have by the deadline or you will be considered late and a late fee will be applied.
- Click the “Continue” button.

Step 7: Check Out

- The “Check Out” button must be clicked when ready to submit. This **DOES NOT** complete registration. Please continue to the next screen.
Step 8: Select Payment (no actual charge)

- There is no fee associated with this upload but this step must be completed. The County Club check may appear as a default. If so, use this selection and click the “Select Payment Method” button. If this payment option does not appear, simply click the “Select Payment Method” button.

Step 9: Confirm Order

- To complete registration, check the “Terms and Conditions” box and click the “Confirm Order” button.

Step 10: Print Confirmation

- This screen is the final screen of the registration process. Print this page for your records. Unless this screen is reached, the process is not complete and the reporting requirements have not been met. A confirmation email will be sent to the email address provided in the Scholar Profile setup upon completion.
Established in 2006 to support the youth of Texas 4-H and FFA.