

Scholarship Handbook 2020

**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.
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 to the TEXAS 4-H FOUNDATION 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 to the TEXAS 4-H FOUNDATION to utilize these funds for graduate school or a professional degree program.

REPORTING REQUIREMENTS

1. **SCHOLARSHIP PORTAL:** Each scholar is required to maintain a current profile on the Texas 4-H Youth Development Scholarship Portal. DO NOT setup multiples profiles. The same profile will be used each semester. This online portal 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. Failure to provide this documentation or maintain your profile by the stated deadlines may result in payment penalties, probation, and/or forfeiture of the scholarship. You can always find the link and access the scholarship portal by going to the Texas 4-H Foundation Scholarship page. It is important to save the page link and your login information as you will use this portal each semester.
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 and Summer Semesters - Grades must be uploaded into the scholarship portal 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 UIN.
- Spring Semesters - Grades must be uploaded into the scholarship portal 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.

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 the scholarship portal. 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 the number of credit hours you are enrolled in. Failure to meet this requirement by the specified deadlines may result in payment penalties, 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
 - Major Field of Study
 - Permanent Home Address
 - Non-Permanent College Address

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. 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 the Scholarship Portal. 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 to the TEXAS 4-H FOUNDATION via the Scholarship Portal 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:

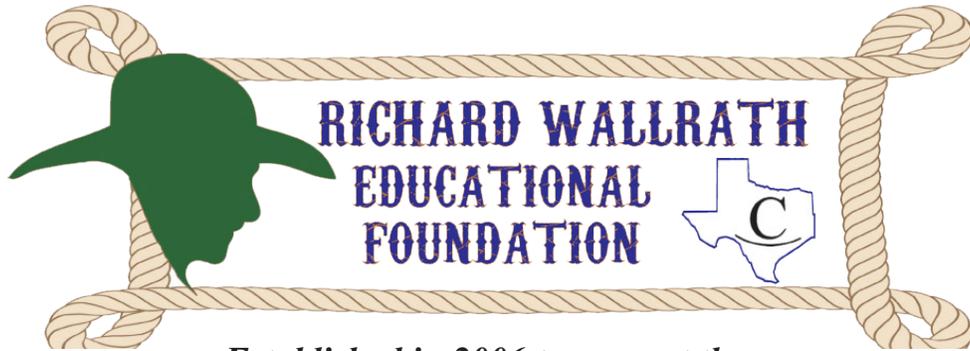
**RICHARD WALLRATH EDUCATIONAL FOUNDATION
P.O. Box 1249
Centerville, Texas 75833**

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.



*Established in 2006 to support the
youth of Texas 4-H and FFA.*