



Crafton Hills College Foundation Scholarship/Award Policy and Procedures

To extend educational opportunities to students, the Crafton Hills College Foundation provides scholarships/awards every year. This policy addresses the scholarships/awards given to students on behalf of the Crafton Hills College Foundation.

All scholarship and award funds are managed by the CHC Foundation and must be free from illegal restrictions and/or discriminatory provisions. Gifts given to the Foundation are irrevocable.

Award: The term award refers to funds paid to a student in recognition of an achievement and does not have additional requirements. Students will receive their awards at or near graduation or around the time they complete their programs.

These funds are intended to help graduates with the costs of transferring, licensing and testing at the completion of their programs. However, awards are based on their current accomplishments and conditions are not imposed on the way the awards may be expended by the recipient.

Scholarship: The term scholarship refers to funds paid to a student to continue their education at Crafton Hills College or a four-year institution. Before funds are distributed, the student must show proof that they are enrolled to continue their education and that they meet the criteria established.

TYPES OF SCHOLARSHIPS/AWARDS

The primary difference between endowed and non-endowed scholarships/awards lies in how they are funded and sustained. Endowed scholarships/awards are characterized by a significant initial donation with interest sustaining the fund indefinitely, while non-endowed scholarships/awards rely on ongoing contributions to provide funding on an ongoing basis.

Endowed Scholarships/Awards: For a new endowed fund, a minimum gift of \$12,500 is required to establish a perpetual fund or endowed scholarship. Gifts are irrevocable and funds are held and invested, with only earnings awarded.

- Endowed scholarships/awards are funded through a substantial initial donation, called the *principal* or *corpus*.
- The principal amount is invested, and the interest generated annually is used to fund scholarships/awards.
- The principal amount remains untouched, ensuring that the fund continues to exist in perpetuity.
- Endowed scholarships/awards often carry the donor's name or the name of someone they wish to honor, creating a legacy.
- The amount awarded will be based on the Foundation's endowment policy.

Non-Endowed Scholarships/Awards: Non-endowed funds rely on annual donations or allocations from specific sources, such as individuals, organizations, or institutions. These funds are typically used up each year and need to be replenished.

- Non-endowed (pass-through) scholarships/awards are funded through annual donations or contributions.
- These scholarships/awards rely on ongoing donations each year to sustain them.
- The donations collected are directly used for these scholarships/awards without any investment or interest generation to the fund.
- The amount available for these scholarships/awards can vary from year to year based on the donations received.
- Non-endowed scholarships may vary in duration based on the availability of funds. The funds are generally encumbered within the same fiscal or academic year they are given.

Donations in any amount may be made at any time to the Foundation's scholarship funds. The Foundation Board may also administer pass-through scholarships on a yearly basis. Any fund that falls below \$500 and is no longer receiving donations is added to the CHC Foundation Memorial Scholarship Fund.

ESTABLISHMENT OF CRITERIA

The donor has the privilege of deciding what type of students the scholarship/award is intended to help, as long as there is no discrimination as to who receives the support.

Specific examples for establishing criteria may include:

- Specific major or program
- Minimum GPA, continuing or transferring, min. units completed, etc.
- Extracurricular activities, leadership qualities, community service, etc.
- Amount of scholarship (minimum \$500. Disbursements will only be made in amounts of \$250 increments)
- Frequency (annual or program based which may be per semester or every 18 months)
- Background statement/Bio: Adding a background statement or brief biography will help the scholarship committee to determine the student who best aligns with the intention of the scholarship/award. This will also help the student in understanding why they may have been selected for the scholarship/award.

MANAGEMENT OF THE SCHOLARSHIP/AWARD FUNDS

All scholarship/award accounts are managed by the CHC Foundation and maintained in the bank and investment accounts used by the CHC Foundation. The funds are not managed or held with the San Bernardino Community College District. The distributions are managed by the CHC Foundation and are limited to the purposes indicated by the donor and within the bounds of the Foundation's policies.

Scholarship/award contacts and donors will receive a statement by December of each year so that they are up to date with the balance in their established funds. For those with endowed scholarships/awards, they can see how the fund is growing and may decide to increase the amount or number of scholarships/awards currently offered. If the account has not earned enough cumulative interest to

expend, the donor has the option of supplementing the difference or a scholarship/award will not be distributed to allow the invested account to earn additional interest.

Frustrated Scholarship/Award Fund: If a scholarship is established with criteria to award to a student in a program that is no longer offered, the Foundation will move the funds to another scholarship fund that comes as close as possible to the original intent of the donor.

SELECTION OF SCHOLARSHIP/AWARD RECIPIENTS

Scholarship Recipients: General scholarship applications are available to students from Oct. 1 through Feb. 28 every year. One application is submitted per student and their eligibility is determined by the criteria established in the application software.

The majority of scholarships are awarded each May and are not available for expending until the student recipient has returned their claim form with proof of enrollment for the following academic year. Recipients are eligible to receive a maximum scholarship amount of \$2,500 and can be granted up to three scholarships. Exceptions to this policy may be considered on a case-by-case basis. The same scholarship may not be awarded to a student two years in a row without approval from the Foundation.

Scholarship recipients will be screened based on eligibility requirements, evaluated, reviewed, and selected by the CHC Scholarship Committee or other designated committee. In some cases, interviews may be conducted with candidates to further assess their suitability and alignment with the scholarship's objectives.

Selected recipients will be notified in May through emailed award letters detailing the scholarship amount, disbursement process, and any conditions of the scholarship.

Award Recipients: Award recipients are determined through an application process, selected by program faculty, or given to all completers of a specific program as determined by the donor.

Students may be notified of their awards by program faculty announcements or actual check presentations at or near graduation.

SCHOLARSHIP/AWARD DISTRIBUTION

Scholarship Distribution: Once the student claims their scholarship, the funds are either disbursed through their Financial Aid account or a check is processed in the student's name. If a student does not claim their scholarship, a new student will be selected, or the scholarship will remain in the fund until the next scholarship cycle.

Award Distribution: Awards are processed through the Foundation Office in the form of a check. The checks are either presented to the students in person or mailed to their home address.