COMMUNITY FOUNDATION of Northeast Alabama

Guin – Stanford Scholarship Fund Guidelines



Dorace Guin, and Hon. J. Foy Guin, Jr.

Tribute: The Guin-Stanford Scholarship award was established by The University Church of Christ in honor of the Honorable J. Foy Guin, Jr. and his wife, Dorace Guin as tribute to his parents J. Foy Guin, Sr. and Ruby Pace Guin, and his uncle and aunt, H. T. and Terrell Pace Stanford. The scholarship guidelines are drafted based on the legacy of these two couples and their contributions.

Award: The Guin-Stanford Scholarship is available to graduate students pursuing their Juris Doctor degree at the University of Alabama School of Law on either a part-time or full-time basis. The Scholarship is also available to Alabama teachers who are pursuing a graduate degree in education on either a part-time or full-time basis at the University of Alabama. The scholarship will be awarded to an applicant who models a Christian lifestyle by regular affiliation and participation in any Christian Church.

The Community Foundation will project and allocate the assets available for scholarship awards depending on the Fund's annual income. This scholarship is strictly funded based on available assets. The award can be used for tuition, institutional housing, supplies, books, and fees. Even though a scholarship is listed as "renewable," this does not guarantee a future award. The award amount can change each year or semester based on available assets; therefore, recipients are encouraged to apply for other available financial resources.

Due to the renewable nature of the fund, it may not be available on an annual basis. Please contact the Community Foundation to inquire about award dates.

Eligibility: Applicants must have earned a bachelor's degree from an accredited college or university, and must be accepted into the University of Alabama School or Law or College of Education; or Applicants applying under the pool of Alabama teachers pursuing masters or doctorate degrees must have a valid Alabama Teaching certificate.

Each applicant must submit a letter of enrollment from their religious leader attesting to the applicant's participation in any Christian church or denomination. In addition, the following priorities, in the enumerated order, shall be used to evaluate applications: (1) show financial need; (2) reflect strong moral character; (3) illustrate academic ability through college transcripts and any continuing education credits; and, (4) exhibit civic or community service.

All donors and relatives of those donors, who contribute more than two percent of the Fund's assets, are ineligible to receive a scholarship from the Fund. In addition, the Foundation's Board of Trustees, former trustees, staff and Scholarship Review Committee members, including their spouses, children, adopted children, grandchildren and great grandchildren, are prohibited from applying or receiving any scholarship, grant or financial award from the Foundation. Based on IRS regulations, this disqualifying exclusion exists for three (3) years after concluding volunteer service or employment.

Application: Application and Guidelines are available online at www.cfnea.org. The Community Foundation will maintain and revise as necessary the guidelines and application documents. Applications must be electronically submitted to the Community Foundation by **March 1** of each year.

Scholarship Review Committee: In compliance with federal law, scholarship recipients shall be selected by the Community Foundation's Scholarship Review Committee, solely appointed by the Foundation's Board of Trustees. The committee will submit their recommendations to the Foundation's Board of Trustees for their final approval.

Review Process: Students are required to submit the application packet on-line at www.cfnea.org by **March 1**. Foundation staff will screen the application for clarity and completeness. The applications deemed by Foundation staff to be clear and complete will be presented to the Scholarship Review Committee for review and scoring. The scores and recommendations will be compiled by the Foundation's staff and submitted to the Foundation's Board of Trustees for final approval.

Award Distributions: The Foundation will make scholarship payment at the beginning of each academic semester. Distributions will not be made until the Foundation receives all required documentation, including but not limited to: (1) certified proof of enrollment from the institution, (2) confirmation that the recipient is enrolled in a program; and, (3) school transcripts. Checks are made directly to the financial administration office at the college or institution. No distribution will be made to any individual for any reason.

Continuing scholarship payments are made based on regular (quarterly or semester) reviews. The scholarship recipient must provide the Community Foundation with an official copy of their transcript at the end of each academic semester should the award extend for more than one term. A 2.8 average on a 4.0 scale is acceptable in the first semester of graduate studies; however, failure in any subsequent single term to maintain a 3.0 overall grade point average or better on a 4.0 scale will result in the termination of the scholarship award.

Students must inform the Foundation of any additional educational or financial aid grants or awards immediately after notification. Failure to do so may result in the termination of the scholarship. In addition, the Foundation is to be notified if there is any change in the student's financial support.

Formal Handwritten Thank You Card: Communications of gratitude for this award from scholarship recipients can be sent to the Board of Trustees in care of The Community Foundation

of Northeast Alabama. You are required to mail in a handwritten thank you note by June 1 of each year of the scholarship.

The Board of Trustees
C/O The Community Foundation of Northeast Alabama
1701 Henry Road
Anniston, AL 36207

Responsibility of Recipient: Each scholarship recipient is responsible for fulfilling requirements for admission to the college or university of choice. The scholarship recipient must enter a post-secondary institution of higher learning no later than the fall term following the selection and award; otherwise, they forfeit the award. No award shall be carried over beyond twelve months from the date of acceptance. Recipients not completing the full academic year must request the institution to reimburse the Community Foundation of Northeast Alabama for any funds eligible for refund because of separation from the academic program.

Conditions: The Guin-Stanford Scholarship Guidelines are not a contract. No obligation or liability of any kind will be imposed upon a scholarship recipient; nor will the Community Foundation of Northeast Alabama, except as expressly stated in this document, assume any obligation or liability. These guidelines are subject to change; therefore, applicants should inquire if revised guidelines have been issued. Changes may impact the due date of the application documents. The Foundation respects the privacy and confidentiality of all personal information.

The Community Foundation will not; (1) accept applications that are presented after the due date; (2) contact students to locate missing documents such as transcripts, (3) contact students to return the Letter of Acceptance form; or, (4) contact students to provide proof of enrollment in order to receive payment.

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