COMMUNITY FOUNDATION of Northeast Alabama

Hayden Family Scholarship Fund Guidelines



Jeremy "Jerry" Barbara Hayden

Tribute: The Hayden Family Scholarship was a gift from Ms. Jerry Hayden in memory of her father, George Tynan Hayden. Ms. Hayden was a lifelong member of St. Francis Xavier Catholic Church and a dear friend to everyone she met.

Award: The scholarship benefits individuals pursuing an associate's, bachelor's degree or State of Alabama approved workforce training program. The award is for either part-time or full-time enrolled students to attend any accredited institution of higher learning in the United States. The award is renewable annually for four years, providing that the recipient continues to maintain the standards of these Guidelines.

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: Members of St. Francis Xavier Catholic Church seeking an undergraduate degree or State of Alabama approved workforce training program certificate are eligible to apply for the scholarship without regard to race, religion, gender, national origin, or disability. Students must have achieved a minimum grade point average of 2.67 on a 4.0 scale, or higher to apply.

Preference will be given to applicants who are current members of St. Francis Xavier Catholic Church, have strong moral character, discernable academic ability, recognized school and/or community service, and have an intent to return to St. Francis Xavier Catholic Church and serve the community.

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 for or receiving any scholarship, or 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 online 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 payments 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.

Students must notify the Foundation of any additional educational or financial aid grants or awards immediately. In addition, the Foundation is to be notified if there is any change in the student's financial support.

Continuing scholarship payments are made based on regular (quarterly or semester) reviews. The scholarship recipient must provide the Foundation with an official college or university transcript at the end of each academic term (quarter or semester). The recipients must maintain a minimum overall 2.67 or higher GPA 4.0 scale. Failure to maintain a minimum overall GPA will result in the termination of the scholarship award.

An award to a full-time student may not be renewed beyond the customary time period required for the completion of a degree: two years for an associate degree and four years for a bachelor's

degree. An Award to a part-time Scholarship Recipient may not be renewed beyond six years of progressive study.

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Formal Handwritten Thank You Card: Communications of gratitude for this award from scholarship recipients can be sent to the Priest of St. Francis Xavier Catholic Church 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 Priest of St. Francis Xavier Catholic Church
C/O The Community Foundation of Northeast Alabama
1701 Henry Road
Anniston, AL 36207

Responsibility of Recipient: Each scholarship recipient is responsible for fulfilling the 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 a refund because of separation from the academic program.

Conditions: The Hayden Family 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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