Jean L. Phillips Auburn Scholarship Fund Guidelines



Jean L. Phillips

Tribute: Jean L. Phillips, an Auburn University alumni and resident of Calhoun County, has donated assets to establish this scholarship fund due to her gratitude to Auburn University for her education and the education of her children and grandchildren. Quoting the American philanthropist and educator George Peabody (1869), the donor believes that *"education is a debt due from the present generation to future generations."*

In addition, the Fund was created to inspire other Auburn Alumni from Calhoun County to help provide financial resources enabling local students to pursue higher education at Auburn University. It is not required, but it is the hope of the donor that scholarship recipients will return home to further enrich and improve Calhoun County.

Award: The Scholarship benefits individuals exclusively for full-time enrolled students to attend Auburn University, Alabama, in pursuit of any field of academic study. The award may be used for tuition, institutional room and board, books, and fees at the baccalaureate level. 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: Graduating seniors from any public or private high school, including home school, within the Community Foundation of Northeast Alabama service region (currently Calhoun, Cherokee, Clay, Cleburne, DeKalb, Etowah, St. Clair, Randolph, and Talladega counties), are eligible to apply for the Scholarship without regard to race, religion, gender, national origin or

disability. In addition, the following priorities, in the enumerated order, shall be used to evaluate candidates: Applicants must: (1) be ranked within the top 25% of their high school graduating class; (2) exhibit proven academic ability; (3) reflect strong moral character; (4) be recognized for school and community service; and, (5) show financial need. In addition, a priority will be given to students from Calhoun County.

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: 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.

Continuing scholarship payments are made based on regular (quarterly or semester) reviews. The scholarship recipient must provide the Foundation with a copy of the official transcript from the institution at the end of the academic term (quarter or semester) or a copy of the certification document at the completion of the program. Failure to maintain a 2.5 or "C" average or better on a 4.0 scale will result in the termination of the Scholarship.

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.

An Award may not be renewed beyond the customary time period required for the completion of a degree: four years for a bachelor's degree.

Formal Handwritten Thank You Card: Communications of gratitude for this award from scholarship recipients can be sent to Mrs. Jean L. Phillips 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.

Mrs. Jean L. Phillips
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 Jean L. Phillips 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.

Revised November 15, 2011
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