

# HALSTON'S HOPE FOUNDATION (HHF) SCHOLARSHIP GUIDELINES

## CRITERIA:

- All academic scholarships shall be awarded for use in an academic degree-granting program in a trade school, community college, college, university, or an online degree program.
- All applicants must submit a completed application form through the online application portal. Applications must be complete to be considered.
- Applications received later than the deadline noted for the current year will not be accepted.

## SELECTION PROCESS:

- All completed applications will be reviewed by the scholarship selection committee to ensure that every applicant receives full consideration.
- Applicants will be scored using a points system based on the quality of the content provided as well as the alignment of a candidate's coursework and approved programs of study.
- Finalists will be asked to submit two letters of recommendation from references other than family members.
- Finalists may also be asked for a personal interview whether in person or via Skype.
- Applicants not chosen may submit applications for each calendar year.

## AWARD GUIDELINES:

- Finalists will be notified by HHF no later than February 14 of the application year.
- Finalists must provide proof of enrollment before the funds are released.
- The scholarship money will be sent to the school designated by the applicant or given to the applicant upon validation of tuition payment.
- Failure to provide proof of enrollment by July 1 of the application year will result in the forfeiture of the scholarship. **Exceptions to this policy will be considered on a case by case basis if extenuating circumstances are demonstrated.**
- Initial notice to scholarship finalists will be sent via email to the address provided on the application.
- HHF does not discriminate based on race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, or religious affiliation.

## FUND ALLOCATION:

- All scholarships will be dispersed in two semesters.
- It will be the scholarship recipient's responsibility to inform HHF when the 2<sup>nd</sup> quarter, spring semester, etc. begins in order to receive the 2<sup>nd</sup> portion of the funds. i.e. Recipient receives bill for fall semester. HHF disburses funds to pay for the fall semester. The scholarship recipient receives a bill for the next semester and then **must notify** HHF for the funds to be disbursed.
- The funds may be used for tuition, books, fees, curriculum tools or supplies, on-campus housing.

## ADDITIONAL CONSIDERATIONS:

- HHF reserves the right to discontinue or modify the scholarship program, or any component

thereof, and to revise any or all of the scholarship requirements, processes, or eligibility criteria at any time.

- HHF further reserves the right to return funds to a donor if for any reason the funds cannot be distributed as requested by the donor.
- Any information on the applications deemed to be false will result in withdrawal of the application.
- Scholarship recipients may be asked to utilize your name, images, and/or likeness in Halston's Hope Foundation marketing, press releases, and other publicity related material. By accepting an HHF scholarship the recipient agrees to allow photos, videos, and marketing material in support of Halston's Hope Foundation. Recipients may also be asked to participate in future HHF activities in support of the growth of the Foundation.

**\*\*Private scholarships can have potential federal tax implications. Baseline rules from the IRS are:**

\*Scholarships and grants are tax-free for the recipient if: (1) the recipient is a candidate for a degree at an educational institution that maintains a regular facility and curriculum and normally has a regularly enrolled body of students in attendance at the place where it carries on its educational activities; and (2) the amounts received are used to pay tuition and fees required for enrollment or attendance at the educational institution, or for fees, books, supplies, and equipment required for courses at the institution.

\*Scholarships and grants are taxable for the recipient if: (1) the amounts received are used for incidental expenses such as room and board, travel, and optional equipment; or (2) the amounts received are payments for teaching, research, or other services required as a condition for the fellowship grant (unless received as part of federal programs for health professionals). All taxable events will be the responsibility of the recipient.