



*Scholarship Policy and Procedures*

Approved by the Board of Directors on January 12, 2010

1. To be eligible for an ACE scholarship, the student must meet all of the following,
  - a. Have been a member of the ACE Mentor Program for a minimum of one year,
  - b. Enroll as a full-time college student,
  - c. Declare a major as defined by "Acceptable Majors for Scholarship Awards" by the fall of the year in which the award is made,
  - d. Submit a complete application by the assigned date,
  - e. Be recommended by an ACE Mentor.
2. The number of scholarships to be awarded and their amounts will be determined based on the number of qualified applicants. The intent of the scholarship is to assist the student financially throughout a four year program.
3. Evaluation Criteria:
  - Attendance:** Regularly attended ACE meetings.
  - Participation:** Actively participated at ACE meetings.
  - Scholarship:** Grade Point Average and difficulty of courses taken.
  - Aptitude:** Shows potential in his/her selected major.
  - Character:** Demonstrates an overall sense of decency.
4. The student's team leader, or his/her designee, shall check that each application is complete and shall prepare a confidential evaluation of the student for the Education Committee.
5. Each application shall be reviewed by no less than four members of the Education Committee. The Education Committee nominates students for scholarships and recommends the amount of the award to the Board of Directors.
6. Once the nominees and amounts are accepted by the Board, the Education Committee notifies each applicant by letter.
7. Recipients must sign and return the "Terms of Scholarship."
8. Scholarship funds are released in the fall of each year and will be paid directly to the Recipient. In order to release an annual payment, a satisfactory "Scholarship Disbursement Request" must be received. The Recipient is responsible to submit this form annually.
9. Accompanying the "Scholarship Disbursement Request," the Recipient will submit confirmation from a college that he/she is enrolled at that college on a full-time basis. Such confirmation must state the Recipient's major. Subsequent to the first year, confirmation from the college that the student is in good academic standing is also required.
10. The recipient must remain in good academic standing, must continue in a major approved by ACE, and must annually provide to ACE the information requested above. Otherwise the remainder of the scholarship will be forfeited.
11. Scholarship payments are normally made in four consecutive annual payments, each one-fourth of the award amount. However, if a student is enrolled in a qualified five-year program, the student can apply for an additional fifth payment by submitting a disbursement form and associated information. The Board will consider these applications on a case-by-case basis, subject to availability of funds.