

**POLICY STATEMENT
OF THE
SCHOLARSHIP PROGRAM
FOR THE
RICHARD WALLRATH EDUCATIONAL FOUNDATION
2016**

The Scholarship Program Policy (the "Policy") applies to all recipients of college scholarships ("Recipients") awarded by the **RICHARD WALLRATH EDUCATIONAL FOUNDATION** (RWEF) and is administered through the **TEXAS FFA FOUNDATION**. Acceptance of an RWEF directly-funded scholarship is strictly governed and controlled by the Policy.

SCHOLARSHIP ADMINISTRATION

The RWEF Scholarships are to be administered by the Texas FFA Foundation as follows:

1. The Texas FFA Foundation shall retain all of scholarship applications, documents and support material for each RWEF Scholarship recipient for the duration of their award.
2. Communication with RWEF scholarship recipients regarding the administration of its scholarships (including requested grade reports, letters of communication and other required scholarship documentation required by the RWEF) shall be made through the Texas FFA Foundation.
3. The RWEF reserves the right to establish the policies and governance of RWEF scholarships and indemnifies the Texas FFA Foundation on decisions made by the RWEF which are not covered by the RWEF scholarship policies.

SCHOLARSHIP PROGRAMS AND AWARD AMOUNTS

The college scholarships offered directly by RWEF and the total amount of each scholarship award are as follows:

ENROLLMENT REQUIREMENTS

To receive scholarship funding, the following enrollment requirements must be met:

- **12 semester hour minimum:** For the duration of the scholarship, the recipient must enroll and successfully complete a minimum of 12 semester hours, fall or spring semester, in an accredited Texas college or university. However, exceptions to this 12 semester minimum may be approved by RWEF if the recipient is participating in his/her college's or university's approved internship program that coincides with the recipient's degree in his/her major.
- **Four Year Degree:** Recipient must pursue a course of study leading to a four-year degree. Scholarship funds will not be paid to vocational/trade schools nor in support of a course of study leading to vocational certification.

- The FFA portion of the scholarships are selected through the application, and application guidelines of the Texas FFA Association.

GENERAL ELIGIBILITY REQUIREMENTS

1. **MINIMUM ACADEMIC REQUIREMENTS:** Recipients must maintain a minimum grade point average of 2.0/4.0 based on completion of a minimum of 12 semester hours each semester, as well as a 2.0 cumulative average throughout the duration of the scholarship.
2. **MAJOR FIELD OF STUDY:** Recipients must maintain a major leading to the attainment of a bachelor's degree at an accredited Texas college or university throughout the duration of the scholarship.
3. **ENROLLMENT IN COMMUNITY OR JUNIOR COLLEGE:** Enrollment in a community or junior college is permissible for Recipients of four year scholarships. Recipient must enroll in courses consistent with the pursuit of a four year degree.

Enrollment is limited to four semesters, after which Recipient must transfer to a four year institution.

4. **CORRESPONDENCE WITH DONOR:** Recipients are required to correspond with the RWEF during each year and one year after completion of the scholarship. Failure to meet this requirement so can result in disciplinary action.
5. **FAILURE TO COMPLY:** Failure to comply with any of the above requirements may result in disciplinary action.

SCHOLARSHIP PAYMENTS/STIPENDS

1. **SCHOLARSHIP STIPEND DISBURSEMENTS:**

WHERE SCHOLARSHIP FUNDS WILL BE SENT: Scholarship funds are sent directly to the Financial Aid Office of the college/university, and will not be disbursed directly to Recipients. It is the sole responsibility of the Recipients to inform the **TEXAS FFA FOUNDATION** of the current college/university to receive scholarship funds on their behalf.

TO RECEIVE FUNDS

Recipients must correspond with the RWEF through the Texas FFA Foundation and Recipients must correspond each fall and spring semester. With such correspondence, the Recipient grades from the previous semester, and the following semester's class schedule should be emailed in jpeg or pdf format to: scholarships@texasffaoundation.org. The original subject letter must be sent to Mr. Richard Wallrath in care of the RWEF.

DEADLINES FOR SUBMITTING INFORMATION

The above detailed information must be received by the Texas FFA Foundation as follows:

- For Spring semester payments (following the fall semester) - no later than January 2
- For fall semester payments (following spring semester) for initial scholarship recipients - August 1; all other recipients - July 1
- For summer semester payment (following spring semester) - no later than May 1

If a Recipient cannot meet the above detailed deadlines, the Recipient must receive an extension of the deadline (before the deadline date) from the Texas FFA Foundation.

WHEN FUNDS WILL BE SENT:

- Fall Semester generally sent in mid-August
- Spring Semester - generally sent in January
- Summer School - generally sent in mid-May upon approved student request

Note: Universities using the trimester format will receive scholarship funds according to a semester schedule.

2. **HOW SCHOLARSHIP FUNDS ARE DISBURSED:** Scholarship funds are sent with instructions that they be applied to the Recipient's account. After all applicable fees are debited and all payments from any source credited, any credit balance is refunded directly to the Recipient. The RWEF disburses scholarship funds to the colleges/universities and does not control posting or disbursement of scholarship funds from the institution to the Recipient.

3. **AMOUNT DISBURSED:**

- **Four Year Scholarships** - Eight equal payments based on the total amount of the scholarship award
- **Summer School Payments** - Equal to one full payment for enrollment in 9 semester hours or more; one-half semester payment for enrollment in less than 9 semester hours. Summer School payments decrease the amount of scholarship funds available for payment in fall and spring semesters.
- **No Interim Semester Payments** - Scholarship funds will not be provided for interim semester ("mini-semester") sessions.

4. **REQUEST FOR SUMMER SCHOOL PAYMENT:** A Recipient may request scholarship funds for summer school. No retroactive payments will be made for summer session work; Recipients who desire scholarship funding for summer school must notify the **TEXAS FFA FOUNDATION** in advance of the summer enrollment to receive funding. These requests must be made prior to May 1 of the summer session the Recipient plans to attend. Upon approval, scholarship funds will be sent to the institution within 30 days of request.

5. **AVAILABILITY OF FUNDS AFTER GRADUATION:** Recipients who complete their undergraduate course of study and who have scholarship funds remaining may be eligible to use these funds for post-Baccalaureate studies, graduate school or a professional degree program (e.g., medical school, law school or veterinary medicine), provided the Recipient is still eligible and the institution is accredited and within the state of Texas. Recipients

have one calendar year from the time of completion of their undergraduate course of study and/or enrollment in another program to utilize any remaining scholarship funds. If not utilized, the scholarship funds will revert as unrestricted to the RWEF. No remaining scholarship funds will be paid directly to a Recipient.

GRADE REPORTING REQUIREMENTS

1. **GRADE REPORTING REQUIREMENT:** Recipients must furnish the **TEXAS FFA FOUNDATION** with copies of their grades from the fall and spring semester and any summer school session in accordance with the following provisions.
2. **FALL SEMESTER REQUIREMENT:** Fall semester grades may be emailed to the **TEXAS FFA FOUNDATION** in the form of an unofficial transcript or download from the internet grade reporting of their institution provided the Recipient's name is included on this documentation, which may be printed or handwritten thereon. Also to be included thereon are the current GPA and the cumulative GPA of the Recipient.
4. **SPRING SEMESTER REQUIREMENT:** An unofficial transcript at the completion of the spring semester and must include all academic work undertaken by the Recipient, including any previous summer work, regardless of whether RWEF funding was received for these sessions. An unofficial transcript is required from each institution attended by the Recipient and must be received within 30 days of the completion of the spring semester or not later than July 1.

Graduating seniors must provide an official final transcript.

5. **SUMMER SCHOOL REQUIREMENT:** Recipients must furnish a copy of their summer school grades no later than September 1 following the completion of these courses. An unofficial transcript or download from the internet grade reporting of the institution is acceptable, provided the Recipient's name and social security number are included on this documentation with the Recipient's current and cumulative GPA. Summer school grades must be included in the unofficial transcript sent the following year.

Recipients are responsible for sending in these grade reports and transcripts regardless of their institution's policy in reporting grades to a scholarship donor. Failure to comply may result in disciplinary action.

DISCIPLINARY ACTION

If a Recipient fails to comply with any Policy requirements, the RWEF may take disciplinary action. Disciplinary action may include probation, suspension of scholarship funding, and/or termination of the scholarship. The RWEF is the only party that is allowed to make decisions concerning disciplinary action and their decision is final and binding on the Recipient.

1. **NOTIFICATION OF DISCIPLINARY ACTION:** Recipients subject to disciplinary action will be notified by certified letter sent to the last permanent address on file. Such notices will be sent in August, or as soon thereafter as practical.
2. **FORFEITING FUNDS:** Upon termination, remaining scholarship funds are forfeited and revert to the RWEF.

APPROVAL FOR EXCEPTIONS

1. If a Recipient feels an exception to the standards as set out in this Policy Statement is appropriate, the following information must be submitted to the **TEXAS FFA FOUNDATION**, by email, which shall contain the following information regarding the Recipient:
 - Name
 - The year the scholarship was awarded
 - The college or university attended
 - A concise request which explains the requested exception
 - Concise itemized reasons for making the request for the exception

The failure to include all of the above information will prevent the application for exception from being considered.

MISCELLANEOUS

1. **CHANGES IN RECIPIENTS INFORMATION:** It is the sole responsibility of the Recipient to notify the **TEXAS FFA FOUNDATION** immediately of changes in:
 - School attending
 - Permanent Home Address
 - College Address
 - Major Field of Study
 - Email address
 - Phone number

Recipients who notify the **TEXAS FFA FOUNDATION** of a change in school after a semester disbursement is made will have scholarship funds sent to the new school within three weeks of notification.

2. **RETURN OF FUNDS:** If scholarship funds sent for a Recipient are returned by the institution (for non-enrollment, etc.), the Recipient's scholarship will initially be placed on "hold" status and no scholarship funds will be disbursed until the Recipient communicates with the RWEF. The RWEF shall have the absolute right to terminate the scholarship if there is no communication from the Recipient within thirty (30) days after said funds are returned.

3. **RETURNED MAIL:** If the RWEF receives “returned mail” for a Recipient, that Recipient’s scholarship will be placed on “hold” status and no scholarship funds will be disbursed until the Recipient communicates with the RWEF. However, the RWEF shall have the absolute right to terminate the scholarship if there is no communication from the Recipient within thirty (30) days after said “returned mail” is received by the RWEF.
4. **EXEMPTION FROM 12 SEMESTER HOUR REQUIREMENT:** Provided Recipients provide prior notice to the **TEXAS FFA FOUNDATION**, Recipients who are graduating seniors, participating in internship or co-op programs, or who are completing their student teaching are exempt from the 12 semester hour minimum enrollment requirement.
5. **CO-ENROLLMENT:** Recipients, who intend to enroll at more than one institution for a semester (“co-enrollment”) and desire to have those hours applied toward their minimum hour requirements, must notify and receive prior permission from the **TEXAS FFA FOUNDATION** to do so. Scholarship funds will be sent to only one institution.
6. **HOLD STATUS:** Inactive status (“hold”) may be granted by the RWEF upon request by the Recipient. Such actions are decided on a case-by-case basis.
7. **OFFICIAL ADDRESS FOR ALL CORRESPONDENCE:** All correspondence to be sent to the RWEF shall be sent to:

**RICHARD WALLRATH EDUCATIONAL FOUNDATION
P.O. Box 1249
Centerville, Texas 75833**

All correspondence to be emailed to the **TEXAS FFA FOUNDATION**
scholarships@texasffaoundation.org
TEXAS FFA FOUNDATION
614 East 12 Street
Austin, Texas 78701
512-480-8047

8. **DISPUTES/VENUE:** All issues and questions concerning the Policy shall be determined exclusively by RWEF. All disputes concerning the Policy shall be governed by and construed in accordance with the laws of the State of Texas and shall be adjudicated in the District Courts of Harris County, Texas.
9. **REPORTING TO THE RWEF:** The Texas FFA Foundation will communicate annually with the Richard Wallrath Educational Foundation as it relates to the number of available scholarships and update on those scholarship recipients currently enrolled.