

Territorial Sportsmen Scholarship Foundation
VOCATIONAL-TECHNICAL / CERTIFICATE / OCCUPATIONAL ENDORSEMENT

Rules and Procedures for Recipients

TO ESTABLISH AND MAINTAIN ELIGIBILITY:

- Scholarship recipient will be asked to sign an Acceptance of Scholarship form, provided by the Scholarship Committee. The recipient will follow the general educational plan outlined in the application and will and will pursue the curriculum as required by the institution. The recipient will begin the course of study *within 1 year of being awarded the scholarship or the scholarship will be cancelled.*
- Scholarship recipient shall, upon request, provide a recent photo and a release for use by TSSF and/or TSI for publicity purposes.
- Recipient shall provide their student identification number and address of the institution's financial aid office that will receive the scholarship payment upon enrollment or by **July 31st** the year the scholarship is received.
- Recipient shall pursue a course of study on an uninterrupted basis except normal school vacations; and obtain and maintain both a cumulative and term grade point average of 2.5 or higher from an institution that uses a 4.0 system.
- If the recipient's program aligns with the standard academic year, and it is agreed upon by the recipient and the Scholarship Committee, recipient shall initiate contact with the Scholarship Committee, address below, no later than **January 10th**, the year after receiving a scholarship to indicate compliance with these terms. The recipient will send **official transcripts** that cover the period since the previous payment award to the Scholarship Committee by the above date. **It is the student's responsibility to maintain contact with the Committee.**
- If the recipient's institution or academic program does not align with the schedule outlined in this document, it is the recipient's responsibility to notify the Scholarship Committee, in writing, prior to the start of the program, to request and arrange an alternative contact deadline and payment schedule.
- Failure of the student to comply with any requirements may result in cancellation of this scholarship.

PAYMENT OF STIPEND:

- Distribution: Dependent on scholarship recipient's approved course of study.

The first payment will be made prior to the start of the academic program, typically in early August. A one-time payment could be made; however, depending on the length and type of program, the payment could be split into two payments. Unless otherwise agreed upon by the Scholarship Committee and recipient, payments will be made to the recipient's institution to be applied to educational expenses charged by the institution. If applicable, after the initial payment, subsequent payments shall be made after receipt and review of official transcripts covering the period since the previous payment (typically after the first semester or half-way point of training). It is the student's responsibility to see that official transcripts are sent to the Scholarship Committee, by **January 10th**, the year after receiving the scholarship. At the discretion of the Committee, documentation verifying current enrollment may be requested before issuing a payment.

- No payment shall be made to a student until the Committee has certified his/her eligibility.

ATTENDANCE/CURRICULUM CHANGES/REQUALIFYING GRADES:

- A leave of absence (up to 12 consecutive months) may be granted under extenuating circumstances. A student desiring a leave of absence must first request approval in writing from the Scholarship Committee. In this letter, he/she must indicate intent to re-enter an approved institution, continue an approved course of instruction, and willingness to comply with any other terms of the leave of absence.
- The student shall not make a substantial change in curriculum or college from that stated in the original application without written request for approval to the Scholarship Committee.
- If a student fails to obtain and maintain a 2.5 or higher grade point average, payment will be deferred until such GPA is attained. The equivalent of two qualifying semesters **AND** a cumulative GPA of 2.5 or higher are required for an award payment.
- Academic delays and/or lapses in communication longer than 1 year will result in scholarship cancellation
- Exceptions or appeals may be considered after written communication to the Committee.

All communication and reports concerning scholarships to be addressed to **Territorial Sportsmen Scholarship Foundation, PO Box 35014, Juneau AK 99803**. (tsischolarshipak@gmail.com)