



HSEF Scholarship Award Policy and Procedure

To maintain scholarship award(s), students must comply with the requirements and policies adopted by the Hamilton Southeastern Education Foundation.

1. Recipients must comply with written dates pertaining to specific scholarship awards. These may include, but are not limited to, deadlines for confirming contact information or school of choice.
2. The Hamilton Southeastern Education Foundation issues checks annually at the close of the academic and fiscal year (typically on or before June 30). Scholarship checks will be made payable and mailed to the college or trade school indicated by the recipient. Recipients have until the end of the calendar year (December 31) in the year the check was issued to cash the award. NOTE: Individual colleges or banking institutions may have shorter cashing policies. After this time, the scholarship will be forfeited and HSEF may choose to return the scholarship amount to the original donor and/or repurpose those funds in accordance with our mission.
3. If the recipient receives additional outside scholarships that fulfill all financial needs related to the college/trade school, recipient may send a request in writing to HSEF to defer their scholarship for one year. Scholarships may only be deferred for one school year. If outside scholarships fulfill all financial needs for a second year, the scholarship will be forfeited and HSEF may choose to return the scholarship amount to the original donor and/or repurpose those funds in accordance to our mission.
4. On rare occasions, students may request to defer their scholarship and/or transfer institutions. Students must notify HSEF in writing of their request and decisions will be made via consultation with the scholarship chair, scholarship committee, or executive committee on a case-by-case basis. Requests made after a full calendar year has passed (December 31 in the year following the award) will be denied.
5. Students are responsible for all fees associated with reissuing awards. This includes, but is not limited to, any and all stop check fees. The amount of the fee will be deducted from the scholarship award.