

Scholarship Standards and Requirements

1. History

- 1.1. Since its inception in 2005, the Howard and Sue Robinson Foundation has provided financial assistance for higher education to students selected from those attending Carmi-White County High School in Carmi, Illinois, and Linden-Kildare High School in Linden, Texas.**
- 1.2. The Howard and Sue Robinson Foundation is also referred to as “HSRF” and “the Foundation” in literature, forms, and the website operated by the Foundation.**

2. Purpose and Goals

- 2.1. One of the purposes of the Foundation is to provide financial assistance to those students with the desire and drive to obtain higher education but who do not have adequate financial support.**
- 2.2. The goal is to assist in filling the financial gap for those students who are selected and who meet, and continue to meet throughout the course of financial assistance from HSRF, the Foundation’s standards and requirements.**
- 2.3. The Foundation also conducts other charitable activities for and with local community organizations.**

3. Requirements for Receiving Financial Assistance

- 3.1. In order to be considered for and to receive financial assistance for higher education (recipients are referred to as “HSRF Scholars”), an applicant must demonstrate and maintain the highest of moral character in their previous conduct and throughout the course of any continuing financial assistance from HSRF.**
- 3.2. To be considered, an applicant must not have a criminal record, use alcohol or illicit drugs nor can a HSRF Scholar be convicted of a criminal offense, use alcohol or illicit drugs and continue to receive financial assistance from the Foundation.**
- 3.3. An applicant cannot be married or have minor dependents. Marriage or having/fathering a child will terminate any ongoing financial assistance from the Foundation as the student’s priorities must change from education to supporting a family.**
- 3.4. Applicants must be full time students and a senior or have graduated in the last three years from either the Carmi-White County High School or the Linden-Kildare High School.**
- 3.5. Applicants who are seeking a degree in engineering, computer sciences, information technology, science, math, or industrial technology will be given priority over those seeking other degrees. The Foundation will also consider degrees in architecture, accounting, nursing**

or education. Degrees such as, but not limited to, liberal studies, art, history, general business, marketing, psychology, pre-law, law, and pre-med are generally not considered for financial assistance from HSRF.

- 3.6. *The length of commitment for and amount of any financial assistance awarded to any applicant will be detailed in an award letter at the appropriate time. However, no commitment will exceed four (4) years from the time of the HSRF Scholar's first enrollment at a college or university and that initial enrollment must take place no later than six (6) months from the date of the award letter issued to the HSRF Scholar.*
- 3.7. *Applicants may select any accredited four (4) year college or university as the school at which they intend to use any financial assistance awarded them by HSRF. A junior college or government entity-operated two-year technical school will qualify for two years of study. The Foundation gives award preference to applicants who have selected a cost-effective college or university. The applicant, by his/her Cost and Funding Plan as part of their application, must exhibit a good grasp of their end goals and have a viable financial plan to accomplish those goals.*
- 3.8. *Scholarships awarded will be applicable towards tuition and fees, books, and room and board and will be paid to the school one semester at a time in the amount and for the duration of the commitment indicated in the award letter from the Foundation to those individuals selected as HSRF Scholars subject to the student continuing to meet all HSRF requirements for continuation of the financial assistance. Applicants should be aware of IRS Publication 970, "Tax Benefits for Education", (www.irs.gov) which covers the taxability of scholarship payments. HSRF abides by all applicable government accounting and reporting requirements.*
- 3.9. *Applicants must provide to the Foundation any information regarding their eligibility for, and receipt of, any government grants such as, but not limited to Pell Grants, state grants and other government grants/aid. The Foundation requires that these grants must be received and applied first to student accounts before any Foundation funding is applied.*
- 3.10. *Review this document and the information available on the Foundation's website (www.robinsonfoundation.com). If you feel that you meet the basic requirements for financial assistance from HSRF for continuing your education, and are willing to commit to abide by all of the Foundation's standards and requirements during the course of that financial assistance, begin the application process by completing the Application Form (HSRF-102) following the directions on that form.*

4. The Selection Process

- 4.1. *Upon receiving applications, the Board of the Foundation or its agents will review the applications.*
- 4.2. *The Foundation Board selects Finalist. Finalist will be notified of their selection and the Counselor will schedule a personal interview with Foundation board member(s) or their agents.*

- 4.3. ***Once notified that you are a finalist, your parent(s) or guardian must complete and mail to the Foundation the Parent's Financial Information Form (HSRF-103) along with the required copies of the requisite IRS 1040 forms. This information must be immediately forthcoming and must be received before the personal interview.***
- 4.4. ***Once finalists are selected and before the scheduled interview, the Foundation will contact the teacher references you supplied on your application.***
- 4.5. ***After your personal interview, the Foundation Board will meet to select HSRF Scholars.***
- 4.6. ***HSRF Scholars are notified first via the schools awards ceremony with a follow up award letter from the Board of the Foundation.***

5. Obligations and Responsibilities of HSRF Scholars

- 5.1. ***A HSRF Scholar must continue to demonstrate and maintain the highest of moral character in their previous conduct and throughout the course of any continuing financial assistance from HSRF.***
- 5.2. ***Before the Foundation will make any payment on your behalf you must complete the Agreement and Contact Information Form (HSFR-105). It is your responsibility to keep this form up-to-date at all times until you are no longer an active HSRF Scholar.***
- 5.3. ***HSRF Scholars must maintain a minimum class load defined as completing 12 passing hours each semester in the chosen degree program. In addition, the HSRF Scholar must have accumulated sufficient semester hours credit after the end of each semester so as to demonstrate the ability to complete the specified degree program within the commitment period.***
- 5.4. ***HSRF Scholars must maintain a minimum GPA of 2.5 in a 4.0 system both cumulative average and semester average for college classes after leaving high school.***
- 5.5. ***HSRF Scholars must not change major or degree plan without prior agreement in writing from the Foundation.***
- 5.6. ***HSRF Scholars must not change their financing plan without prior agreement in writing from the Foundation.***
- 5.7. ***At the end of each semester and before the beginning of the next semester, HSRF Scholars must complete HSRF-106 to report current semester classes, grades, account status, and plans and costs for next semester.***

6. Probation

- 6.1. A HSRF Scholar may be placed on probation by the Foundation for any of the following:**
- 1) the school in which you are enrolled places you on probation for any reason;**
 - 2) any violation of HSRF Requirements and Conditions for continued financial aid except that a violation of the moral character condition will result in immediate termination;**
 - 3) failure to provide information required of the HSRF Scholar by the Foundation;**
 - 4) failure to meet the required number of semester hours credit or evidence that it cannot be obtained in one semester**
 - 5) failure to meet the requirements for semester and cumulative GPA or evidence that the required GPA for a semester or cumulative cannot be attained in one semester;**
 - 6) criminal proceedings against you.**
- 6.2. While on probation, the Foundation may choose to provide all, part, or none of the committed financial assistance until such time as the HSRF Scholar brings his/her performance into compliance with the Foundation's requirements for continuing financial aid.**
- 6.3. Should the student not complete his/her return to compliance within one semester, the student will remain on probation for one additional semester.**
- 6.4. Being on probation shall not extend the term of the commitment by HSRF to the HSRF Scholar.**

7. Termination

- 7.1. The commitment of HSRF to a HSRF Scholar is terminated by any of the following:**
- 1) any violation by the HSRF Scholar of the moral character conditions;**
 - 2) any attempt by the Scholar or his/her representative to deceive, hide, or obscure facts from the Board either during the application process or following the award even if discovered after the commitment was made by HSRF to the HSRF Scholar;**
 - 3) your withdrawal from the school that you have enrolled in;**
 - 4) the school you are enrolled in expels you for any reason;**
 - 5) as HSRF Scholar being placed on probation for any 2 semesters, sequential or not, without returning to compliance;**
 - 6) completion of the Foundation's period of time stated in HSRF commitment letter or four (4) years, whichever is less, and/or total amount of committed financial aid having been disbursed;**
 - 7) the HSRF Scholar being convicted of a crime.**

8. Terms and Conditions

- 8.1. *The Foundation reserves the right to amend its requirements, documents, and policies at its sole discretion as it deems necessary.***
- 8.2. *The Foundation Board Members reserve the right to require more information as it may deem necessary.***
- 8.3. *Decisions of the Board Members are final.***
- 8.4. *The Foundation Board Members have the sole decision making authority over all Foundation requirements, policies and administration.***