

Houston City College Foundation (HCCF)

Private Scholarship Policy

(Approved by HCC Foundation Board – Effective Date: February 26, 2026)

Purpose

To establish uniform procedures for receiving, processing, disbursing, and reconciling private or outside scholarship funds administered by the Houston City College Foundation (“HCCF”) on behalf of Houston City College (“HCC”) students. This policy ensures donor's intent is honored; federal and state regulations are followed, and student support is delivered promptly and equitably.

1. Definition

Private or Outside Scholarships are funds awarded to HCC students from entities other than HCC or HCCF, including civic organizations, employers, faith-based groups, corporations, foundations, or individuals. The student(s) are selected by the entity, and the funds are restricted to the student(s) designated. These funds are typically paid directly to HCCF to be applied toward a designated student's educational expenses.

2. Check Handling and Payee Instructions

Checks should be payable to: Houston City College Foundation (HCCF). Co-payable checks are not accepted. **Co-Payable check example:** Checks made payable to the student and the HCC Foundation.

Mailing Address:

Houston City College Foundation
3100 Main Street, Suite 12B12 (MC 1148)
Houston, TX 77002

Donors should include:

- Student's full name and HCC student ID number.
- Semester(s) covered in Section 4.
- Allowable use of funds (e.g., tuition & fees only or any educational expense).
- Donor contact information.
- Written instructions for any excess or unused funds (see Section 5).

Check Validity

In accordance with standard U.S. banking practices, checks must be made out to HCC Foundation. Checks that do not include a stated expiration date may be negotiable for up to 180 days from the date of issuance, **subject to the payer's account status and available funds**. To mitigate financial, audit, and donor-relations risk, the Houston City College Foundation requires that private scholarship checks be deposited within **90 days of the check date**. Checks received beyond 90 days may require reissuance by the donor prior to

acceptance and processing. If the check is returned by the bank due to insufficient funds, it is the student's responsibility to go back to the donor to request a check be reissued. HCC Foundation will not provide scholarship funds to the student if the donor's check is returned by the issuing financial institution.

3. Coordination and Posting

HCCF coordinates all postings with HCC Student Financial Services and Financial Aid to ensure compliance with regulations. Disbursements are applied within 10 business days of receipt and documentation and are applied first to institutional charges.

4. Academic Year Definition and Revision of Funds

For the scholarship administration process, the Houston City College (HCC) academic year is defined as the period beginning September 1 and ending August 31, inclusive of the fall, spring, and summer semesters of the applicable aid year.

Scholarship funds shall be expended solely within the academic year. Any funds awarded but not distributed or utilized by the end of the academic year, and not expressly authorized for refund to the student, shall revert to the donor at the close of the academic year, in accordance with Foundation policies, and applicable audit and compliance standards.

Exceptions to this policy, including carryforward of funds to a subsequent year, must be documented in writing, and approved in advance in accordance with Foundation policy and the donor's written authorization.

5. Refunds, Excess Funds, and Donor Intent

Primary Rule — Donor Intent Governs

HCCF will follow all written donor restrictions and instructions for excess funds. Donors are encouraged to include one of the following dispositions:

Option	Description
Refund to Student	Remaining funds after charges are refunded to the student via HCC's standard process.
Apply to Future Semester	Excess held up to one subsequent semester in the same academic year for future

charges.

Return to Donor

Unused funds returned after one regular semester if not applied.

Convert to HCCF Fund

With donor consent, remainder transferred to HCCF General Scholarship Fund.

Default Rule (No Donor Instruction): If the donor does not specify, any remaining balance after charges is refunded to the student. If the student is unable to be contacted for a refund, then HCCF will refund the funds to the donor. If donor limits use to tuition/fees only, unused funds after one semester are returned to donor.

6. Unclaimed or Returned Funds

Donor award specifications lacking sufficient information for HCCF to process the award will be held for 90 days while HCCF contacts the donor. If unresolved, funds may be returned. Funds returned due to student ineligibility or withdrawal will include an explanation letter.

7. Reporting and Stewardship

HCCF issues official receipts to donors confirming payment date, amount, and student name if applicable. HCCF maintains records for audit compliance.

8. Donor Stipulation Form (Mandatory)

HCCF requires donors to complete the Private Scholarship Donor Stipulation Form to clarify award details and disposition of excess funds.

9. Effective Date

This policy becomes effective upon approval by the HCCF Board of Directors and supersedes any prior procedures.

Private Scholarship Donor Stipulation Form

Please complete and include this form with your scholarship check or payment. This ensures funds are applied accurately and according to your intent.

Donor/Organization Name: _____

Contact Person: _____ Phone: _____

Email: _____ Address: _____

Student Recipient Name: _____ HCC Student ID#: _____

Scholarship Name (if applicable): _____ Total Amount: \$_____

Academic Year to Award: _____ (Limited to a single academic year).
(September 1 – August 31)

Semester(s) Covered: _____ (Fall/Spring/Summer)

Allowable Uses (check all that apply):

☐ Tuition ☐ Fees ☐ Course Materials & Books ☐ Other _____

Disposition of Excess Funds (check one):

☐ Refund to student after institutional charges

☐ Apply to next semester within the same academic year

☐ Return to donor if unused after one regular semester

☐ Convert to HCCF General Scholarship Fund (with donor consent)

Donor Signature: _____ Date: _____