



HOUSTON COMMUNITY COLLEGE  
**FOUNDATION**

## HOUSTON COMMUNITY COLLEGE FOUNDATION SCHOLARSHIP POLICY

**NOTE: Annual Decision points for the Financial and Investment Committee are in blue and are noted to remain in the policy.**

### I. SCHOLARSHIP POLICY PRINCIPLES

- A. **Houston Community College Foundation (HCCF) supports HCC's Scholarship Philosophy, which is:** "At Houston Community College (HCC), we help students enter the doors of higher education, which is the first step on their road to economic mobility. We do this by closing the funding gap between Federal and State Grants and a family's ability to pay for the direct cost of attendance."
- B. **HCCF's Mission Statement is** "HCC Foundation empowers HCC student success through philanthropic support aligned with key HCC institutional initiatives."
- C. **HCCF supports HCC student success.** We know that students who receive scholarships get better grades, persist, and complete their programs faster.
- D. HCCF knows one of the biggest barriers to HCC student success is financial, and so therefore, **HCCF Scholarships are need-based** rather than merit-based.
- E. HCCF provides scholarships funds only to HCC students enrolled in HCC courses.
- F. As the State moves to fund community colleges based on student success metrics (rather than enrollment metrics), HCCF wants to utilize scholarships to **enable and motivate student persistence and completion.**
- G. **HCCF Scholarships cover the direct costs of attendance and some can be refundable based on HCC's refund procedures.**
- H. HCCF supports HCC student success by supporting personalized learning pathways through **renewable scholarships.**
- I. **Donor Intent:** HCCF honors donor intent as one of its key abiding principles. Donor Bill of Rights is referenced in the [Gift Acceptance Policy](#).

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- J. **Donor Restrictions:** HCCF will only accept donor restrictions which can be verified in HCC's student information system (PeopleSoft). HCCF will give preference to the donors' restrictions. If no students apply who meet the restrictions criteria, HCCF will award to a student who comes closest to the restrictions; it is HCCF policy to award scholarship funds to students rather than accumulate funds because the funds could not be awarded due to too narrow restrictions.

### II. SCHOLARSHIP POLICY

HCCF serves as the primary repository for charitable donations benefiting students attending HCC. Donors make contributions for scholarships for HCC Student Success through HCCF into a scholarship fund. Scholarships are awarded by HCCF to HCC students or HCC applicants accepted for enrollment. HCCF awards scholarship funds only to HCC students for HCC courses or programs and does not transfer scholarship funds to other higher education institutions on behalf of the donor or student. HCCF awards scholarships based on need rather than on merit. There are four categories of HCCF Scholarships. HCCF honors donor intent, and donors may establish scholarships with restrictions with a named or an endowed scholarship which have minimum contribution levels. HCCF will only accept donor restrictions which can be verified in HCC's student information system (PeopleSoft).

#### A. Scholarship Categories

1. **HCCF Current Use Scholarship (HCCF Annual Scholarship Fund - where needed most)** is the most general scholarship awarded by HCCF. It is a scholarship that is supported by a pool of donations. Its criteria form the baseline for all HCCF Scholarships. These scholarships are awarded to **any** HCC applicant and/or HCC student who applies and who meets the following criteria based on funds availability:
  - a. Maintains a minimum overall cumulative GPA of 2.0 (or minimum required to maintain Satisfactory Academic Progress) or Pass on a Pass/Fail basis. Grades of W, F, I, N, NP, and NR are subject to their renewable scholarship being non-renewed. The Scholarship and Grants Committee will decide any exceptions.
  - b. Is an HCC student taking HCC courses.
  - c. Has financial need. Our priority is to those students who do not qualify for Federal or State Grants because they earn too much and whose income is below the living wage – [Living Wage Calculator](#)
  - d. Is enrolled in a minimum of 3 semester credit hours (SCH) or 1 workforce Continuing Education (CEU) course which leads to a job or certificate.

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- e. Scholarships are - **\$1,000** per semester for part time students – less than 12 semester credit hours and **\$1,500** per semester for full time students – 12 semester credit hours and above.
- f. HCCF Annual Scholarships are **refundable** to the student. Refundable HCCF Annual Scholarships are applied towards tuition, fees, and course materials first and any unused funds will be refunded to the student based on HCC's refund procedures.
- g. Scholarship recipients are eligible for scholarship renewal in the immediate next academic year if they are on a personalized learning pathway to a certificate, associate degree or four-year degree and have signed a scholarship agreement to meet eligibility criteria. So long as they meet the eligibility criteria, their scholarship is renewed to motivate persistency and completion. The renewal scholarship will have a specific scholarship agreement which outlines the student's pathway and eligibility requirements. [HCC Financial Aid: Satisfactory Academic Progress](#)
- h. HCCF President can award any HCC student from HCCF Annual Scholarship fund in cases of student emergencies and hardship. The Scholarship coordinator will track and report these awards in the same manner as scholarships awards.

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**2. Current Use “Named” Scholarship Funds** enables donors to establish a named scholarship and/or a scholarship with restrictions on the use of their funds. HCCF collaborates with the donors to document mutually agreed-upon scholarship restrictions that govern the fund’s use and spending. The fund may be expended in its entirety in an academic year according to the fund guidelines unless otherwise specified in the fund agreement. HCCF honors donor intent, and HCCF will only accept donor restrictions which can be verified in HCC’s student information system (PeopleSoft). HCCF will give preference to the donors’ restrictions. If no students apply which meet the restrictions criteria, HCCF will award to a student who comes closest to the restrictions; it is HCCF policy to award scholarship funds to students rather than accumulate funds because the funds could not be awarded due to too narrow restrictions. For more information, see the [Gift Acceptance Policy](#). A Current Use “Named” Scholarship Fund can be replenished by the donor or donors in subsequent years. If the fund has a zero balance for one complete academic year, then it will be moved to inactive status which means it will no longer appear on the list of Current Use Named Scholarships.

**3. Endowed Scholarships** enable donors to establish an endowed named scholarship where the principal exists in perpetuity. HCCF collaborates with the donors to document mutually agreed-upon scholarship restrictions that govern the fund’s use. Gifts to the fund are invested for long-term growth with the understanding that the principal cannot be expended, only the income earned. The endowment earnings are available to disburse as scholarships at an amount that is annually established by the HCCF Board Finance and Investment Committee. The amount available to award each year will vary based on endowments’ invested asset performance. HCCF honors donor intent, and HCCF will only accept donor restrictions which can be verified in HCC’s student information system (PeopleSoft). HCCF will give preference to the donors’ restrictions. If no students apply which meet the restrictions criteria, HCCF will award to a student who comes closest to the restrictions; it is HCCF policy to award scholarship funds to students rather than accumulate funds because the funds couldn’t be awarded due to too narrow restrictions. For more information, see the HCCF [Gift Acceptance Policy](#) and the Endowment Fund Policy.

A signed scholarship fund agreement by HCCF and donors must be on file with HCCF prior to any named or endowed scholarship’s funds being awarded. A signed scholarship fund agreement for the HCCF Annual Scholarship Fund is on file with HCCF.

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**4. Private (or Outside) Scholarships** are those scholarships that are awarded to students by an organization other than HCCF. Students may be eligible for an outside award from a variety of sources, including employers, unions, professional organizations, community, religious, and special interest groups. These types of scholarships have specific applications, eligibility requirements, and deadlines that are set by the donor organization. Outside “Private” Scholarships are entirely funded and managed by independent organizations outside of HCC. These organizations determine their own deadlines, award amounts, and criteria. They also select their own scholarship recipients. HCCF has no role in awarding or managing these outside private scholarship funds. Funds are received from outside organizations by HCCF and are applied to students’ accounts by HCC according to the documentation provided by the outside organization. [HCCF Private Scholarships](#)

**B. Named or Endowed Scholarship Promotion**

HCCF lists named or endowed scholarships on HCCF’s website at [www.hccsfoundation.org/scholarship](http://www.hccsfoundation.org/scholarship) and on HCC’s website at <https://www.hccs.edu/applying-and-paying/financial-aid/scholarships/>. HCC students come to HCCF to apply for scholarships.

**C. HCC Student Eligibility**

HCCF is committed to making financial assistance available to as many deserving HCC students as financial resources will allow. To facilitate and streamline this process, HCCF has established a uniform application that enables applicants to be considered for all HCCF scholarships for which they qualify in that academic year. To be considered, students are expected to complete HCCF’s online scholarship application unless selected by HCC faculty or staff in accordance with the donor agreement. A student’s eligibility to receive any given scholarship is defined in paragraph II.A.1 of this Policy or as determined by the requirements established by the donor. Registering for courses at HCC or applying for financial aid does not automatically place the applicant under consideration for an HCCF scholarship award. Eligibility requirements are based on terms set forth by each donor’s scholarship agreement with HCCF.

**Conflict of Interest**

HCC policy requires that students accepting scholarships administered by the HCCF for use at HCC must disclose prior to receipt of a scholarship any relationship to a current member of the HCC Board of Trustees. A student who is related to a current member of the governing board of HCC is prohibited from receiving scholarships unless the scholarship is an athletic scholarship or awarded exclusively based on academic merit.

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The term “relationship” means the applicant is: Trustee’s mother, father, daughter, or son

- Trustee’s brother, sister, grandparent, grandchild, great-grandchild, uncle, aunt, niece, or nephew
- Trustee’s spouse, spouse’s child, spouse’s mother or father, child’s spouse, or parent’s spouse
- Trustee’s spouse’s brother or sister (or brother’s or sister’s spouse), grandparent (or grandparent’s spouse), or grandchild (or grandchild’s spouse).

In addition to the above restriction, HCCF requires that applicants disclose on their application or scholarship agreement any of the above-described “relationships” with HCCF board members. Whether or not such a relationship affects an applicant’s eligibility will be determined solely by HCCF.

Failure to disclose any of the relationships in this policy may result in forfeiture of scholarship funds, at the discretion of HCCF.

### **D. Scholarship Application, Selection, Awarding, and Disbursements**

- 1. Application.** HCCF provides an online application that HCC students are expected to complete and submit by the deadline to be considered for any HCCF scholarships unless selected by HCC faculty or staff in accordance with the donor agreement. Only one (1) application per student per academic year is required to be considered for all scholarships for which the applicant qualifies. Applications are accepted beginning January 15th through June 15th annually; however, HCCF reserves the right to alter the application window dates if circumstances deem it necessary.
- 2. Selection.** HCCF awards scholarships based on scholarships’ criteria. Applicants are automatically flagged for all scholarships for which they qualify. If the number of qualified applicants for any scholarship exceeds the number of available scholarships for that year, a recipient(s) is chosen using a blind selection process. The date of application submission is not a factor in selection, provided it was received during the application window.

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- 3. Awarding.** After potential recipients are selected, an email is sent to each student notifying them of their award with instructions that include the necessary steps to be taken to accept the award and receive funding. At a minimum, recipients are required to do the following by a specified deadline, usually two weeks after the award notice is issued: (1) accept and agree to the terms of the scholarship agreement, which includes the requirements along with additional instructions, (2) upload a thank you letter to the donor, and (3) upload one picture of themselves. (Some scholarships may require additional steps.) Funds are not awarded until the scholarship has been accepted, required steps taken, and the student is enrolled in HCC courses (including any courses that may be specifically required per the scholarship criteria). HCCF will again verify that recipients still meet the specific requirements for their scholarship prior to releasing any funds to a student account.
  
- 4. Renewals.** Unless the scholarship is a renewable scholarship as outlined in section A.1.g above, scholarships are awarded on a one-time basis. Students who receive a scholarship may reapply in subsequent years, but they will need to meet the eligibility criteria and compete with other applicants.

### E. Scholarship Awards

HCCF awards scholarships for the sole purpose of pursuing an education at HCC. Awards are tied to a particular academic year; a student who does not use the award during the academic year for which it is awarded forfeits the balance. Awards shall generally be made annually for the subsequent academic year, for example awards are made in May, June and July for the following fall, spring, and summer, which is the next academic year. However, additional disbursements may be made based upon hardship or emergency if funds are available. Students are eligible to receive HCCF scholarship awards regardless of any other financial aid, scholarship, or grant they may receive. HCCF makes disbursements through electronic deposits into students' individual HCC accounts.

- F. Scholarship Disbursements.** Upon acceptance of a scholarship, recipients must continue to meet the terms of their scholarship and be enrolled prior to the disbursement of funds. These enrollment terms can vary across individual funds. Scholarship funds are first applied toward tuition and fees. Any remaining funds may be used for purchases at any HCC Bookstore for items such as books and materials. The scholarships awarded by HCCF can be non-refundable or refundable to the student as stipulated by the scholarship agreement. Disbursements are generally made during the summer and are available for the subsequent academic year, for example awards are made in May, June and July for the following fall, spring and summer, which is the next academic year. Scholarship awards may cover up to three consecutive semesters of enrollment, depending on donor restrictions (Fall, Spring, and Summer).

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G. **Eligible Expenses.** Based on the criteria established in the scholarship agreement, funds will be used only for qualified tuition, fees, and course materials required for the enrollment or attendance of the student at HCC. If the student is awarded the scholarship and does not enroll in the courses, the funds will not be disbursed.

### H. **Refundable vs. Non-Refundable Scholarships**

1. **Non-refundable** scholarship awards cover the cost of tuition, fees, and purchases at any HCC Bookstore. Unused funds are reconciled at the end of each semester and returned to the fund from which they originated, and the student will have no further claim to them. Students do not receive cash-in-hand or a refund if any part of the scholarship funds awarded to them is unused. Unused funds will then be available for HCCF to award to other qualified students in the applicant pool.
2. **Refundable** awards provide to the student a cash value for the remainder of the scholarship after tuition, fees, and course materials have been paid. Refundable scholarships funding occurs when it is explicitly specified in the scholarship agreement that scholarship recipient is to receive any unused funds and will be refunded to the student based on HCC's refund procedures. HCCF supports refundable awards to support HCC students' indirect costs of attendance such as food insecurities, child-care, transportation, and housing.

### I. **Unawarded Funds.**

If, at any given time within an academic year, there are scholarship funds available to award but there is an insufficient number of qualified applicants in a scholarship's applicant pool, HCCF reserves the right to proactively identify qualified students. HCCF will confirm that the students identified meet the criteria for the scholarship for which they are selected.

## APPENDIX

### Student Scholarship Agreements Example



Congratulations, you have been selected to receive a scholarship totaling **\$X,XXX.XX** that will be awarded for the 2023-2024 academic year as follows: **Fall (\$X,XXX.XX), Spring (\$X,XXX.XX) and Summer (\$X,XXX.XX)** and may be used to pay for tuition, fees, and books for courses taken at Houston Community College. **If you do not enroll in a semester, you will forfeit the funding allocated for that semester.**

As a recipient of this scholarship, you must do the following by the designated deadline date before the scholarship funds are awarded to you.

- Provide your signature below, acknowledging that you understand and agree to all terms outlined throughout the agreement.
- Write a thank you letter to the donor of your scholarship.
- Provide one (1) picture of yourself. You can use a picture taken with your phone. Please make sure the picture and background are clear and **you are the only person in the picture**. The picture must be appropriate, **in other words, no Snapchat filters or other types of filters on the photo please**, as we will share it with the donor of your scholarship along with your thank you letter.

#### **Scholarship Requirements**

- Must maintain a 2.0 GPA.
- Must be enrolled in SCH (Semester Credit Hour) courses at Houston Community College.
- Must have a high school diploma, GED, or other college assessment tests necessary for admission Houston Community College.
- Must reside within the Houston Community College service area (In-District).
- Must have completed the FAFSA (Free Application for Federal Student Aid) or TASFA (Texas Application for State Financial Aid) and demonstrate financial need.
- Scholarship recipients are **required** to attend the HCC Foundation Annual Scholarship Luncheon at Bayou City Event Center, 9401 Knight Road, Houston, Texas 77045 on Friday, November 17, 2023, from 11:30 a.m. to 1:30 p.m. An invitation will be emailed to you in advance of the luncheon with instructions on how to confirm your attendance. Failure to attend the luncheon may result in the termination of your scholarship.

#### **HCC Foundation Scholarship Funds Distribution:**

- Funds are applied towards tuition and fees **first**.
- **HCC Bookstore Purchases:** Remaining funds can only be used at an HCC Bookstore towards the purchase of textbooks and materials for the semester in which you are enrolled. **You must be enrolled in class to use funding in the bookstore.**
- HCC Foundation scholarship awards **are not applied** to a student's Eagle Card.
- Unused HCC Foundation awarded scholarship funds **are not refunded** to the scholarship recipient. **All unused funds are reconciled and returned to the HCC Foundation at the end of each semester.**
- Scholarships awarded by the HCC Foundation **are not transferable to another institution.**

By agreeing to terms of the scholarship, you grant permission to Houston Community College (HCC) and Houston Community College Foundation (HCCF) to use your thank you letter, still photographs, videos, audio recordings and/or verbal quotes from special events for promotional purposes without compensation or remuneration in any manner. In like and related regard, HCC and HCCF will not charge or assess fees or service charges for this participation. You



2023-2024

XXXXX XXXXX SCHOLARSHIP AGREEMENT

relinquish and give HCC and HCCF all rights, title, and interest, if any, to use the above-mentioned print, audio, and visual items. This also grants permission to HCC and the HCC Foundation to release biographical and student record information to the donor of your scholarship including contact information and GPA status.

Houston Community College, by its participation in federal student aid programs, is required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA 20 U.S.C.A Sec. 1232G). This act protects your personal information from being distributed to third parties and mandates that we release detailed information only to the student. However, certain donors that contribute scholarship funds request the opportunity to review student records as part of the screening process. To allow yourself the opportunity to compete for those scholarships, Houston Community College must have a signed acknowledgment from you before releasing such information.

I hereby accept the scholarship offered by the Houston Community College Foundation for the **2023-2024** academic school year. By agreeing to the terms of the scholarship, I acknowledge receipt of the agreement and understand the requirements associated with the **XXXX XXXX Scholarship**. I further acknowledge that failure to meet all the scholarship requirements will result in immediate termination of the scholarship.

I hereby grant Houston Community College and HCCF permission and consent to discuss and/or provide the following information concerning my student records to specific funding agencies, which will be used to determine my eligibility, and may include: My name, classification, major, ethnicity, gender, phone number, email address, mailing address and cumulative grade point ratio; graduation and registration records; and financial aid information.

I further acknowledge by agreeing to the terms of the scholarship that I am waiving my right to nondisclosure under FERPA by authorizing Houston Community College and HCCF to release and/or discuss the above information with authorized scholarship funders.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>First &amp; Last Name - PLEASE PRINT</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Signature</b>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Student 9 Digit HCC ID Number</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b>
<p>Email ALL pages of the signed agreement, donor thank you letter and your picture to <a href="mailto:foundation.scholarships@hccs.edu">foundation.scholarships@hccs.edu</a> before the deadline date.</p> <p><b><i>Failure to email ALL pages of the signed scholarship agreement, donor thank you letter and your picture before the designated deadline date will forfeit the scholarship.</i></b></p> <p><b><i>No exceptions.</i></b></p>	

Congratulations, you have been selected to receive a scholarship totaling **\$X,XXX.XX** that will be awarded for the 2023-2024 academic year as follows: **Fall (\$X,XXX.XX), Spring (\$X,XXX.XX) and Summer (\$X,XXX.XX)** and may be used to pay for tuition, fees, and books for courses taken at Houston Community College. **If you do not enroll in a semester, you will forfeit the funding allocated for that semester.**

Recipients of this scholarship are eligible for scholarship renewal for the next immediate academic year if they are on a guided pathway to a certificate, associate degree or four-year degree and continue to meet the scholarship requirements for courses taken at Houston Community College.

As a recipient of this scholarship, you must do the following by the designated deadline date before the scholarship funds are awarded to you.

- Provide your signature below, acknowledging that you understand and agree to all terms outlined throughout the agreement.
- Write a thank you letter to the donor of your scholarship.
- Provide one (1) picture of yourself. You can use a picture taken with your phone. Please make sure the picture and background are clear and **you are the only person in the picture**. The picture must appropriate, **in other words, no Snapchat filters or other types of filters on the photo please**, as we will share it with the donor of your scholarship along with your thank you letter.

### Scholarship Requirements

- Must maintain a 2.0 GPA.
- Must be enrolled in SCH (Semester Credit Hour) courses at Houston Community College.
- Must have a high school diploma, GED, or other college assessment tests necessary for admission Houston Community College.
- Must reside within the Houston Community College service area (In-District).
- Must have completed the FAFSA (Free Application for Federal Student Aid) or TASFA (Texas Application for State Financial Aid) and demonstrate financial need.
- Scholarship recipients are **required** to attend the HCC Foundation Annual Scholarship Luncheon at Bayou City Event Center, 9401 Knight Road, Houston, Texas 77045 on Friday, November 17, 2023, from 11:30 a.m. to 1:30 p.m. An invitation will be emailed to you in advance of the luncheon with instructions on how to confirm your attendance. Failure to attend the luncheon may result in the termination of your scholarship.

### HCC Foundation Scholarship Funds Distribution:

- Funds are applied towards tuition and fees **first**.
- **HCC Bookstore Purchases:** Remaining funds can only be used at an HCC Bookstore towards the purchase of textbooks and materials for the semester in which you are enrolled. **You must be enrolled in class to use funding in the bookstore.**
- HCC Foundation scholarship awards **are not applied** to a student's Eagle Card.
- Unused HCC Foundation awarded scholarship funds **are not refunded** to the scholarship recipient. **All unused funds are reconciled and returned to the HCC Foundation at the end of each semester.**
- Scholarships awarded by the HCC Foundation **are not transferable to another institution.**



2023-2024

XXXXX XXXXX SCHOLARSHIP AGREEMENT

By agreeing to terms of the scholarship, you grant permission to Houston Community College (HCC) and Houston Community College Foundation (HCCF) to use your thank you letter, still photographs, videos, audio recordings and/or verbal quotes from special events for promotional purposes without compensation or remuneration in any manner. In like and related regard, HCC and HCCF will not charge or assess fees or service charges for this participation. You relinquish and give HCC and HCCF all rights, title, and interest, if any, to use the above-mentioned print, audio, and visual items. This also grants permission to HCC and the HCC Foundation to release biographical and student record information to the donor of your scholarship including contact information and GPA status.

Houston Community College, by its participation in federal student aid programs, is required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA 20 U.S.C.A Sec. 1232G). This act protects your personal information from being distributed to third parties and mandates that we release detailed information only to the student. However, certain donors that contribute scholarship funds request the opportunity to review student records as part of the screening process. To allow yourself the opportunity to compete for those scholarships, Houston Community College must have a signed acknowledgment from you before releasing such information.

I hereby accept the scholarship offered by the Houston Community College Foundation for the **2023-2024** academic school year. By agreeing to the terms of the scholarship, I acknowledge receipt of the agreement and understand the requirements associated with the **XXXX XXXX Scholarship**. I further acknowledge that failure to meet all the scholarship requirements will result in immediate termination of the scholarship.

I hereby grant Houston Community College and HCCF permission and consent to discuss and/or provide the following information concerning my student records to specific funding agencies, which will be used to determine my eligibility, and may include: My name, classification, major, ethnicity, gender, phone number, email address, mailing address and cumulative grade point ratio; graduation and registration records; and financial aid information.

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\_\_\_\_\_  
First & Last Name - PLEASE PRINT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student 9 Digit HCC ID Number

\_\_\_\_\_  
Date

Email ALL pages of the signed agreement, donor thank you letter and your picture to [foundation.scholarships@hccs.edu](mailto:foundation.scholarships@hccs.edu) before the deadline date.

***Failure to email ALL pages of the signed scholarship agreement, donor thank you letter and your picture before the designated deadline date in the subject line of the email will forfeit the scholarship.***

***No exceptions.***



2023-2024

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- HCC Foundation scholarship awards **are not applied** to a student's Eagle Card.
- Scholarships awarded by the HCC Foundation **are not transferable to another institution.**

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I hereby grant Houston Community College and HCCF permission and consent to discuss and/or provide the following information concerning my student records to specific funding agencies, which will be used to determine my eligibility, and may include: My name, classification, major, ethnicity, gender, phone number, email address, mailing address and cumulative grade point ratio; graduation and registration records; and financial aid information.

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