

## **SCHOLARSHIP GUIDELINES**

### **STEPS TO FOLLOW AFTER RECEIVING A DAR SCHOLARSHIP**

KDS DAR School Administrative Office, 6077 Main Street, Grant, AL 35747  
Phone 728-4236, Fax 728-5633, Email [aweeks@nehp.net](mailto:aweeks@nehp.net), Website [www.kdsdar.org](http://www.kdsdar.org)

***Please read and follow these STEPS EXACTLY.  
Failure to follow these steps may result in the loss of your scholarship.***

### **Three Required Steps to Start Receiving Funds:**

- 1.** Write a thank you note to your scholarship sponsor by **July 1<sup>st</sup>** of your graduation year and forward a **copy** of the thank you note(s) to the Administrative Office for your file. **If we do not have a copy of your thank you note(s) in your file, you will not receive scholarship funds.**
- 2.** Call or email Amanda Weeks in the Administrative Office to request a disbursement of funds as soon as you receive your student number from the college or university you will be attending and you have registered for classes. **DO NOT WAIT** until the funds are due the next day; it takes a minimum of one to two weeks to process a check and get it in the mail. You must give Amanda your student number and the number of credit hours you plan to take for your first semester. Students are expected to make normal progress toward graduation. Being a full-time student (twelve hours per semester for at least two semesters per year) is what is considered to be normal progress.
- 3.** Report any changes in your address, phone number and/or email to the DAR Administrative Office.

### **Continuing your Scholarship Disbursements each Semester:**

- 1.** You must call or email each semester to request a disbursement of your scholarship funds. If you do not request a disbursement, funds will not be sent. You should send your request at least two weeks prior to the tuition due date by sending an email to Amanda Weeks at [aweeks@nehp.net](mailto:aweeks@nehp.net) or calling 256-728-4236. You must include the number of credit hours you will be taking for the semester.
- 2.** Keep your file in the KDS Administrative Office updated with grades for each semester (see the rules below). If your file is not up-to-date with your current grades, you will not receive scholarship funds. Notify the KDS Administrative Office of any changes to your contact information.

### **The Rules:**

- 1.** Maintain a cumulative 2.5 grade point average or higher. Scholarship funds will be issued only for recipients who maintain a cumulative 2.5 grade point average or better and who maintain a record of "good standing" with the college attended. Recipients may receive only one semester of probation if their cumulative grade point average falls below 2.5. If grades are not improved to the required cumulative 2.5 average by the end of the semester of probation, funds will be forfeited. National Society DAR Scholarships must adhere to the terms set forth by the scholarship received (i.e. Longman-Harris Scholarship recipients must maintain a cumulative "B" grade point average).

**Continued...**

**2. Keep your file in the KDS Administrative Office updated with grades for each semester.** You may request a transcript or grade sheet be sent from your college to the Administrative Office (colleges usually charge a fee for this service), you may provide the office with your Student ID and Personal Identification Numbers so we may print your grades from the college website for free, or you may come by the KDS Administrative Office and print your grades from the college website yourself. **We cannot accept grades printed from your computer or emailed to the office.**

**3. NSDAR Longman-Harris and Idamae Cox Otis Scholarship recipients** should get the address for the NSDAR Reporter General's Office from the Administrative Office and send grades annually.

**4. Scholarship checks are made payable to the college only, and may only be used for tuition, books, fees, or college housing.**

**5. \*\*Funds will be issued** from the total of all the KDS DAR School Scholarships awarded to each student at up to 25% per semester of full time enrollment.

**\*\*The Administrative Office will determine the amount of the disbursement, up to 25%, based on your scholarship total balance, Cumulative GPA, and number of hours enrolled.**

### **Applying for a Renewal:**

You may apply for a renewal when you have used all of your scholarship funds or when your funds get below the amount needed for a typical semester.

The Scholarship Renewal Committee meets once in December and once in July each year. Any scholarship recipient who would like to be considered for renewal should mail or email a letter to Executive Director Heather W. Green (hgreen@nehp.net) by the first week of the month of December or July.

Below is a list of information to include when requesting a renewal:

1. Where are you attending school, what is your major, how many credit hours have you earned toward your degree
2. Are you maintaining a Cumulative Grade Point Average of 2.5 or higher
3. Are you abiding by all scholarship guidelines
4. Include how many credit hours you need to graduate and your expected graduation date
5. Include employment information, if applicable – employer's name, type of job, and the number of hours you work per week
6. Detail special circumstances – anything that you believe the committee should know when considering your renewal
7. Are you keeping your Scholarship File in the Administrative Office current - including reporting your college grades for each semester.

**\*\*Renewal will be based upon availability of funds, academic record, and financial need.**