



SIMON SCHOLARS PROGRAM
College Scholarship Guidelines

Student: _____

(Please print First name, Middle name/initial, and Last name)

I. SCHOLARSHIP ELIGIBILITY CRITERIA

As a recipient of a Simon Scholar college scholarship, students are expected to adhere to the following eligibility requirements to receive funds:

- A) Simon Scholars must attend an accredited four-year, not-for-profit college or university on a full-time basis. Full-time, in this instance, consists of earning 12 credits per semester or quarter, for a total of 24 semester credits or 36 quarter credits per academic year. College students will not receive funding to attend community/junior colleges. There is no “penalty” for attending a community college for up to two years, and funds will be available to the student upon transfer to a four-year institution. If a student fails to transfer to a four-year school after completing two years at a community college, the student will be placed on Suspension.
- B) Simon Scholars must begin their respective college or university programs in the fall semester/quarter immediately following their graduation from high school.
- C) Simon Scholars must attend college continually, except for standard school vacations and holidays. Scholars are not expected to attend college during summer quarter/semester but may use this term to complete minimum full-time status requirements.
- D) Students who are not enrolled in classes at a college or university will be terminated from the Simon Scholars Program.
- E) Simon Scholars are expected to complete their undergraduate degrees within 5 years. No funding will be available to students after the 5th year following their high school graduation. The number of credits required to complete an undergraduate degree in most programs are as follows:
 - Semester program – 120 credits
 - Quarter program – 180 credits
- F) Simon Scholarship awards may not exceed a combined total of \$16,000.

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- G) Simon Scholars must meet the following requirements:
- GPA of 2.5 each semester
 - Good academic standing at their college or university
 - Full-time attendance
- H) Simon Scholars must maintain the highest levels of integrity, personal conduct and academic achievement in accordance with the Codes of Conduct of the Simon Charitable Foundation and their respective colleges or universities.
- I) Simon Scholars are expected to apply for all federal, state and university financial aid available to them and to apply for other scholarship opportunities.

II. SCHOLARSHIP FUNDING

Scholars may receive up to \$16,000 in scholarship funds from the Simon Scholars Program to help finance their college educations. Scholarship funds are distributed using the following guidelines:

- A) Scholarship funds are generally distributed twice per year in increments of up to \$2,000 per academic term as follows:
- Fall semester/quarter (August/September)
 - Winter quarter (November/December) OR spring semester (December/January)
- B) Unused scholarship funds may be accumulated and carried over for future terms which can result in a scholarship distribution greater than \$2,000. However, the maximum amount available for any given term is \$2,500.
- C) Scholarship funding terminates upon completion of a bachelor's degree or after the end of the 5th year post high school graduation, whichever comes first. After that time, any unused funds will no longer be available to the Scholar.
- D) College scholarship funds are intended for academic expenses only, and funds may not be made payable to any Simon Scholar. All funds must be paid directly into a designated school account at the Scholar's college or university. Funds may be drawn from the school account either by the college/university or by the student, and may be used to pay for tuition, student fees, books, school supplies, food & housing, transportation, and other related academic expenses.
- **Study Abroad Programs:** College scholarship funding may also be available for Study Abroad programs offered through the student's college or university. Contact your Simon Charitable Foundation representative for more information.

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III. REQUIRED VERIFICATION AND COMMUNICATION

A) College Grades/Units/Recap Records:

Regardless of whether or not a student is requesting scholarship funds, Simon Scholars must provide the information via the student portal after *every* semester/quarter.

Using the Student Portal, students must create a New College Grades/Units/Recap record to report their academic eligibility information. Separate instructions regarding completing this step will be provided.

B) Fund Request Records:

Along with the required eligibility verification documents, you must also complete a fund request on the student portal if requesting scholarship funds.

Using the Student Portal, students must create a New Fund Request record to submit their request for scholarship funds they are eligible to receive. Separate instructions regarding completing this step will be provided.

- Fund requests will not be considered until ***all*** documentation has been submitted. Students must plan requests accordingly, as it may take up to two weeks to process a request from the time that all documents have been submitted. Failure to make requests in a timely manner may result in late funding. All funding requests must be made online through the student portal.

IV. DISCIPLINARY ACTIONS: PROBATION, SUSPENSION AND TERMINATION

Recipients of Simon Scholar college scholarships may be placed on probation, suspended or terminated if they violate the academic or conduct eligibility criteria or if they fail to meet the verification documentation and communication requirements noted in the previous sections. Simon Scholar Program staff and leadership reserve the right to evaluate the nature and severity of any infraction(s) and determine which level of disciplinary action is appropriate. Disciplinary action may result in any of the following:

- A) **PROBATION:** Scholars who fail to meet one or more of the Scholarship Eligibility Criteria referred to above may be placed on probationary status for a period of one academic term. Students on probation will continue to receive funding and may participate in Simon Scholar Program activities. Once on probation, a Simon Scholar will have one academic term to satisfy the criteria in order to be returned to good standing. Simon Scholars may be placed on probation only one time during the college years; subsequent violations will lead to immediate suspension or termination.
- B) **SUSPENSION:** Scholars who were on probation and fail to meet criteria within required time may be suspended for a maximum period of one academic term. While on suspension, students may not receive funding nor may they participate in or volunteer for Simon Scholar events. Suspended students will have one academic term to satisfy the criteria in order to be returned to good standing and active status. If the student does not satisfy these requirements, he or she will be terminated from the Simon Scholars Program. In some cases, such as not enrolling in classes for an academic term, a suspended status may be given to the student without a probationary term.

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- C) **TERMINATION:** Scholars who were on suspended status and fail to meet criteria within required time will be terminated from the Simon Scholars College Program will not receive funding and will not be included in any further Simon Scholars activities or communications. In some cases, such as disenrollment by a university for conduct reasons, a student may be terminated without a probationary or suspended status.

V. DISCIPLINARY ACTION PROCEDURES

Should College Scholars fail to meet the stated eligibility criteria, the following procedures will be implemented:

- A) **WRITTEN NOTIFICATION:** Once it has been determined that a Scholar has failed to meet the criteria and/or standards set forth by the Simon Scholars Program, a Simon Scholars Program staff will notify the student in writing as soon as possible, either by mailed letter and/or email communication. An explanation of the violation and resulting disciplinary action will be included in the written communication. In addition, the student will be provided with written instructions regarding the minimum criteria he/she must meet as well as the necessary steps he/she must take to return to good standing as a Simon Scholar.
- B) **SCHOLAR COMMUNICATION REQUIREMENTS:** Once a student on probation or suspension has met the minimum criteria and has completed the necessary steps to be returned to good standing, he/she must contact a Simon Scholar Program staff person by email and within the designated time period.
- C) **REINSTATEMENT OF TERMINATED STUDENTS:** Terminated students who have a desire to to be reinstated as Simon Scholars and who can provide strong evidence that they have remedied the conditions that led to their termination may submit a letter to a Simon Scholars Program staff person. This written explanation should address the circumstances contributing to their termination and the reasons why they believe they should be readmitted into the Simon Scholars Program. A student's reinstatement to active status will depend on the circumstances involved, the seriousness of the offense, the degree to which the student has made reparations for his/her misconduct, and any other evidence relevant to the situation. Students who have been terminated from the Simon Scholars Program have no guarantee that they will be readmitted, even if they meet the minimum criteria for the program. The authority to make reinstatement decisions rests solely with the leadership of the Simon Scholars Program.

Student Signature: _____

Student Printed Name: _____

Date: _____

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