Galva-Holstein Scholarship Fund PO Box 251 Holstein, IA 51025

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Galva-Holstein Scholarship Fund Payment Guidelines

The following guidelines were developed in an effort to streamline our scholarship payment policies and procedure to ensure that everyone (especially our students and their parents) has a clear understanding of how these guidelines apply to their particular situation in our local chapter.

1. To qualify for payment, each student must meet all of the following conditions:
	1. Completed 12 credit hours or more during a single term.
	2. Attained at least a 2.0 overall GPA for all classes completed during their previous term.

-Doescher Family Scholarship requires a 2.5 overall GPA

* 1. Be registered for the next term and carrying at least 12 credit hours.
1. Part-time students are excluded from our scholarship program because they do not meet the requirements stated above in 1a.
2. The scholarship check is sent in January, so that it will arrive at the start of your second term. No payments will be made for summer terms.
3. There is a ONE year period of time in which your scholarship must be used or the entire scholarship will be forfeited. May 2018 graduates need to be enrolled for school by September 15, 2019 to still be eligible for this scholarship. The Board reserves the right to extend this 1 year window due to special circumstances such as military service, medical or financial hardships, etc.
4. In an effort to issue scholarship payments to students in a more accurate manner, a scholarship voucher system was developed. Unless a student delays their entrance to a post-secondary school, the student would normally be required to submit their scholarship voucher by **December 30th** of the current year with unofficial transcript.
5. **If the voucher is not returned to the G-H Scholarship Fund by the prescribed date, no scholarship payment will be issued.**  Exception to this policy must be addressed in writing to the Galva-Holstein Scholarship Fund Board. It is the student’s responsibility to keep the Galva-Holstein Scholarship Fund Board updated with their school status.
6. If the check is sent to the student’s college and returned (GPA less than 2.0 (2.5 for Doescher Family), not enrolled full time, wrong school on voucher, etc), the student must address in writing the G-H Scholarship Fund for a check to be re-issued.
7. We hope this voucher system will keep all parties well informed.