

Corning Union High School District

GENERAL RULES GOVERNING RODGERS' SCHOLARSHIPS

Process for receiving and maintaining scholarship funds:

1. Payments are scheduled to be disbursed in two installments each school year; the 1st payment for a qualifying Fall Semester (July-December), and the 2nd payment for a qualifying Spring Semester (January-June). Students should make appropriate arrangements to allow time for the District to process check requests.
2. To qualify for the 1st initial disbursement, after high school graduation, the following needs to be submitted to the CUHS Business Office no later than October 1st of the year the scholarship was initially awarded:
 - a. The student **must** submit a completed Scholarship Check Request Form and;
 - b. Proof of full-time enrollment (12 units) from a college, university, or a Board approved vocational school.
3. To qualify for each subsequent semester disbursement (Fall – October 1st, Spring – February 1st):
 - a. The student **must** submit a completed Scholarship Check Request Form and;
 - b. The student **must** provide proof of current enrollment in at least twelve (12) units in a college, university; or full-time status in a Board approved vocational school and;
 - c. The student **must** provide verification that a “C” average was obtained in the most recently completed semester/quarter.
4. To maintain on-going eligibility for unpaid award balances:
 - a. For first year/first semester college student-provide proof of full-time enrollment (12 units) in a college, university, or Board approved vocational school, by October 1st that immediately follows the award of the scholarship/high school graduation, as outlined in Item #2.
 - b. After completion of your first year/first semester in college, you must provide the documents outlined in Item #3 by the due dates listed above (refer to scholarship due dates form).
 - c. **If at any time, Items 4a or 4b cannot be satisfied, please review all of the information below to request deferment immediately, otherwise any unpaid award balance may be irrevocably forfeited in its entirety.**

Deferment Requests

1. The student **must** write a letter to the Board of Trustees (in C/O CUHSD Chief Business Official) requesting deferment, stating the reason and duration for the request. The request may cover one semester at a time or a longer period if the reason dictates a longer deferment.
2. Scholarships **may** be deferred up to a maximum of two years.
3. A request for deferment must be submitted in writing, **within one month of the start of the semester in which the deferment is being requested.**
4. The Board of Trustees, or their designee's, determination of the deferment request will be communicated in writing to the student, and will be considered final.
5. If a student has not notified the Board of Trustees, or their designee, in writing, of their intentions to defer their scholarship, and/or has lapsed a complete semester in providing verification for eligibility of a disbursement, the District will send a certified letter to the students last known address. The student will have thirty (30) days in which to respond to the letter. If the District does not receive a response after thirty (30) days, the student's scholarship shall be forfeited in its entirety.

All correspondence should be directed to: CUHS Business Office, ATTN: CBO, 643 Blackburn Ave, Corning CA 96021