

2012
OTTO A. HUTH SCHOLARSHIP FUND
STATEMENT OF POLICY
Wells Fargo Bank, N.A., Trustee

QUALIFICATION CRITERIA:

To provide funds for post-high school education (university, community college, business school, and trade school) at institutions located in the State of Nevada for “orphans”. The term “orphans” is defined as those minors in the custody of a child welfare agency of the State of Nevada, Washoe County or Clark County who will be discharged to themselves rather than to their parent(s).

CRITERIA FOR SELECTION:

A limited number of Huth Scholarships, determined by available funds, will be awarded annually to new students. The Huth Scholarship will be awarded to students based on, but not limited to, the following criteria: high school GPA showing continued improvement, school involvement, stable employment history, community involvement, required essays and letters of recommendation. It is required that each applicant and renewing recipient complete the essays required in the application process.

CRITERIA OF HUTH SCHOLARSHIP:

Potential recipients must apply for the Huth Scholarship:

- 1) before they reach the age of 21 **and**
- 2) initiate their post high school education at an institution (as defined above) located in the ***State of Nevada and***
- 3) begin their post high school education within 12 months after receipt acceptance. A copy of the high school diploma or GED must be sent to Wells Fargo Bank, Trustee with enrollment information.

Huth Scholarships are given for post high school education for a maximum of five years, with the intent of the student obtaining an undergraduate degree or a trade school certification. No funds are to be used for post graduate education. Once a scholarship amount is awarded, it will not be increased from the original amount approved.

All applicants (both new and renewing) **must** complete and submit a Free Application for Federal Student Aid (FAFSA) prior to the Huth Scholarship application deadline. Each year, copies of all award letters received, *including but not limited to Pell Grant, ETV and FAFYF*, must be attached to the Huth Scholarship application. It may take up to four weeks to receive the award letters so it is encouraged that all students (both new and renewing) apply for FAFSA well before the scholarship application deadline of April 15th.

Under current guidelines, all students who have been home schooled, received a GED, or who graduated from a non-Nevada high school must make application for the Millennium Scholarship from the State Treasurer of the State of Nevada. For all graduates of a Nevada public high school the Millennium Scholarship application is automatic through the high school. For those students who have applied individually, a copy of the application for the Millennium

Scholarship must be received by Wells Fargo Bank, Trustee, prior to the release of any Huth Scholarship funds.

Students are required to keep Wells Fargo Bank, Trustee advised of their current address and phone number, **in writing**, at all times.

ENROLLMENT:

Students must be enrolled full time, and stay enrolled full time (except for summer school), as defined by the institution they are attending. Courses for which students receive an incomplete grade or a pass/fail grade do not count as completed courses for determination of full time status.

Unless a student experiences an emergency as described below, the student must continue his or her education without stopping. If a student otherwise terminates his or her enrollment, the Scholarship will also terminate and will not be reinstated. If a student must drop out of school due to an emergency, the following requirements must be met.

Emergencies:

In the event of a death in the family (defined as a foster parent, parent, grandparent, sibling, child or spouse) the student must notify Wells Fargo Bank, Trustee within two weeks of the death **and** forward a copy of the death certificate, when available.

In the event of a medical emergency, the student must notify Wells Fargo Bank, Trustee within two weeks of the onset of the emergency **and** forward a statement from the attending physician as to the nature and duration of the medical emergency.

With either a death or a medical emergency, the student must re-enroll at the beginning of the next period of instruction (excluding summer school) following the emergency.

PAID EXPENSES:

Huth Scholarship funds may be used only for tuition, on-campus room and board, books and student health insurance *to the extent not covered by Nevada Medicaid*. The Scholarship will not provide for single person accommodations or married student housing. On-campus meal plans will be paid for if a student decides to reside in off-campus housing. No off-campus meals will be provided. If reimbursement is made directly to the student for books, original receipts must be provided.

As indicated under the section on Page 1 labeled *Criteria of Huth Scholarship*, the Huth Scholarship Fund does not make payment for covered expenses until after funds have been paid by all other grants, scholarships and financial resources available to the student. Therefore, students must provide award letters to Wells Fargo Bank, Trustee prior to any payment from the Huth Scholarship Fund. Also, verification of full time enrollment and the previous grading period's GPA must be provided **prior** to each semester's funds being released.

Any refunds received by a student from an institution for services paid by the Scholarship must be returned to the Wells Fargo Bank, Trustee immediately. Any attempt to keep funds owed to the Scholarship will result in immediate termination.

GRADES:

A current grade point average of 2.0 must be maintained. Any student who fails to maintain the required 2.0 grade point average will be placed on probationary status for the next term. If the student fails to obtain a 2.0 GPA for two consecutive grading periods, the remainder of the Scholarship will be terminated and the student will not be eligible to apply for future funds. Because of their individual method for grading, trade school GPA's will be dealt with on an individual basis.

SUMMER SCHOOL AND OFF-CAMPUS PROGRAMS:

If a student chooses to attend summer school, only tuition, books and student health insurance will be paid by the Scholarship. Housing and meal plans will not be covered for the summer sessions.

The Scholarship will pay for a maximum of nine credits of summer school regardless of the number of sessions attended. The summer school grades will not be used in eligibility calculations.

The Scholarship does not pay for any off-campus programs. These include, but are not limited to, study abroad or exchange programs with other campuses.

CHANGING SCHOOLS:

Prior to a student changing schools, Wells Fargo Bank, Trustee must be notified, in writing, as to the intent of the student. An estimation of costs at the new school must be included. The Board will review the student's request and render a decision regarding the continuation of the Scholarship.

NEW APPLICATION REQUIREMENT – Application Due by April 15th:

*Each year, applicants must apply for the Huth Scholarship by April 15th. The most current application must be filled out completely, with all required information attached. **Incomplete applications will not be considered.** Wells Fargo Bank, Trustee, will not contact the applicant if the application is incomplete*

The most current application is available at the following web-site:

www.dcf.state.nv.us/DCFS_ScholarshipInfo.htm

RE-APPLICATION REQUIREMENT - Application Due By April 15th:

Each year, current recipients must re-apply for the Huth Scholarship by April 15th. The most current application must be filled out completely, with all required information attached, including essays. **Incomplete applications will not be considered and the recipient's Scholarship will be terminated.**

The most current application is available at the following web-site:

www.dcf.state.nv.us/DCFS_ScholarshipInfo.htm

Failure to re-apply by the April 15th deadline will result in termination of the Scholarship. The deadline is non-negotiable and all applications must be postmarked by April 15th.

During February, re-application forms will be sent to each student at the address on file with Wells Fargo Bank, Trustee. Wells Fargo Bank, Trustee will not contact the applicant if the application is incomplete or if the application is returned due to an incorrect address.

AGREEMENT AND SIGNATURE:

The Scholarship Committee reserves the right to alter or amend the Statement of Policy at any time. The most current Statement of Policy will be in effect immediately. Should changes be made to the Statement of Policy during the year, the updated Statement of Policy will be mailed to all recipients.

The student is responsible for understanding and following the current Statement of Policy at all times. Any questions regarding the Statement of Policy should be discussed with Wells Fargo Bank, Trustee.

The undersigned hereby acknowledges receipt of the Otto A. Huth Scholarship Fund Statement of Policy.

Signature

Date

Print Name