

Pennsylvania Kiwanis Foundation

Policy for Processing and Payment of Scholarships

A Policy adopted by PKF Board of Trustees on 11 February 2012

General Scholarship Policy - The awarding of all scholarships to be paid by the Pennsylvania Kiwanis Foundation (PKF) shall be made by the Scholarship Committee or other committee, but not an individual, in accordance with procedures established by the Scholarship Committee. All scholarships shall be paid directly to the educational institution for the account of scholarship recipients after students have furnished evidence of enrollment. Scholarships will not be awarded unless wide notice has been timely announced to eligible groups of applicants.

Annual Timeline Cycle - Information and forms shall be made available by the Scholarship Committee during the period from October through March. Applications for scholarships and nominations from matching scholarships shall be received by the Committee by 1 April or other date announced in advance. The Committee shall certify to the Treasurer no later than 15 May the names and relevant information regarding scholarship recipients, including those recipients of matching scholarships.

Processing – Upon selection of scholarship recipients, the Scholarship Committee shall notify each awardee by letter describing the terms of the award, and obtain additional information as follows:

- Full name and address of prospective student
- Additional contact information of student including phone & e-mail
- Student's university ID number
- Name and address of educational institution where check is to be mailed
- Advise student to provide, by 15 June, evidence of enrollment for the next academic year. Documents are to be sent to the attention of the Treasurer at the District Office or by e-mail to *PKFtreasurer@PAKiwanis.org*. The following documents are acceptable:
 - A letter or certificate from the Registrar of the school certifying the student's enrollment
 - Copy of welcome letter from the educational institution after student has accepted
 - Copy of course enrollment schedule for the next semester
- Multi-year scholarship recipients shall be advised to provide evidence of continuing enrollment to the Treasurer each year by 15 June.

Payment – After receipt of copies of scholarship award letters from the Scholarship Committee, and after receipt of an acceptable enrollment document from the recipient, the educational institution or the Committee, the Treasurer shall pay the scholarship to the educational institution in accordance with the terms of the award. The Treasurer shall obtain matching reimbursement from KIF for shared scholarships and clubs' share of PKF Shared Scholarships.