



College Heights Foundation

Guidelines for the

[INSERT SCHOLARSHIP FUND NAME]

1. This Scholarship Fund is administered by the College Heights Foundation as an endowed account. **This fund is established in honor of [insert honoree name].**
2. The principal of the fund will remain intact with only a portion of the earnings from investments used to make scholarship awards.
3. The number and amount of awards will be determined based upon the development of the Fund, the rate of earnings, and other factors that affect the availability of funds in accordance with the spending policy adopted by the College Heights Foundation Board of Directors.
4. Recipient must be enrolled as a full-time student at Western Kentucky University.
5. Recipient must be **[insert class level, need based, GPA, or other requirements]**.
6. Recipient must be **graduates OR residents** of **[insert county, high school or other geographic requirements]**.
7. Recipient must be majoring in **[insert area of study]**.
8. **Renewable or Not Renewable? Select one sample language option below.**
Option 1: This award is automatically renewable provided that the recipient maintains a cumulative GPA of ____ **[and/or]** continues to meet the established criteria, etc. **[Include number of years it can be renewable if applicable.]**
Option 2: Although this award is not automatically renewable, recipients may reapply for consideration in future years.
Option 3: This is a non-renewable award.
9. Recipient must possess the personal qualities of character, integrity, dependability, industriousness and human compassion which produce leaders and merit the honor of this award.
10. Applicants must complete an online WKU scholarship application prior to the published deadline each year.
11. **Who will make the selection of the recipients? Sample language options below.**
Option 1: Recipients will be selected by the scholarship committee from the respective academic major. If no scholarship committee exists for the major, recipients will then be selected by the departmental or college scholarship committee. All recipient information will then be forwarded to the University Scholarship Committee for approval. **[Use this option when the award is major-specific.]**
Option 2: Recipients will be selected by the Senior Guidance Counselor at _____ High School and forwarded to the University Scholarship Committee. **[Use this option when the high school selects the recipients.]**
Option 3: Recipients will be selected by the **[Insert scholarship name]** Scholarship Committee comprised of _____ and forwarded to the University Scholarship Committee. **[Use this option when third-party entities are involved in the selection, as they are the representatives of this specific committee.]**
Option 4: Recipients will be selected by the University Scholarship Committee. **[Use this option for those that are geographically-specific, have criteria that is not major-specific, or that academic majors are simply preferred.]**
12. Award notification will be sent in the form of a letter from the University Scholarship Committee, with the letter to contain appropriate recognition of the Donor.

13. In the event that unforeseen circumstances arise with any of the guidelines stipulated above (i.e. a high school specification or geographic area is changed or eliminated, an academic major is altered or removed from the campus curriculum, an athletic sport or campus activity is no longer available for campus participation, etc.), then the College Heights Foundation is authorized to continue to award scholarships to students in areas that most closely resemble the original intent and purpose of this scholarship fund.
14. The College Heights Foundation serves as the Guardian of Trusts and is responsible for and committed to the perpetual administration of this fund in accordance with the established guidelines, the policies of the Foundation, and the expressed intentions of the donors.

I have provided a brief biography which may be shared with recipients of the above scholarship fund.

Date

[Donor Name]

Date

[Donor Name]

Date

Donald Smith, President
College Heights Foundation

The above guidelines will be attached to the Gift Agreement between [DONOR NAME] and the College Heights Foundation dated [INSERT DATE].