



**COMMUNITY FOUNDATION OF NORTHERN NEVADA
UNUSED PORTIONS OF SCHOLARSHIPS POLICY**

I. Purpose

Multi-year scholarship awards made from funds at the Community Foundation of Northern Nevada (“Community Foundation”) are payable to the awardees on a recurring basis provided that awardees meet all criteria for receiving their scholarships. Occasionally, scholarship awardees are no longer meeting requirements or have become delinquent in their reporting (e.g. failing to submit transcripts, failing to respond to various communications sent them by the Community Foundation).

The result of a scholarship awardee no longer meeting requirements is that the scholarship is then placed on hold until requirements have been met. A consequence is that this unpaid portion of the scholarship remains obligated for an undetermined amount of time. This policy provides for the release of those obligated funds so that they can be returned to the fund and re-awarded if the selection committee decides to do so.

II. Procedure

The following procedure is established as a guideline for scholarships that are not meeting scholarship requirements.

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| Donor Relations | <ol style="list-style-type: none">1. Notifies awardee that:<ul style="list-style-type: none">• Requirements are unmet.• Scholarship will be terminated if requirements are not met by specified date (usually one year; exceptions to this can be made at the judgment of the Donor Relations Office).2. Places a “hold” on the scholarship by completing a Scholarship Hold form and giving it to the Finance Office. |
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Donor Relations	If the awardee has not met the requirements after the scholarship has been on hold for one semester, Donor Relations will notify the awardee that the scholarship is scheduled to be canceled if the requirements are not met by the specified date.
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Donor Relations	If the awardee has not met the requirements after one year of the scholarship being on hold, Donor Relations notifies
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the awardee and sends a Scholarship Cancellation form to the Finance Office.

**Donor
Relations**

Donor Relations, in partnership with Finance, cancels the scholarship for which a Scholarship Cancellation form has been received.