SCHOLARSHIP FORM

Individual and/or Organization Establishing Scholarship

Name: ______________________________________________________________________________
Address: ____________________________________________________________________________
City, State, Zip: _______________________________________________________________________
Phone: ______________________ Email: _________________________________________________
Scholarship Name: ____________________________________________________________________

Designation (if applicable): □ Memorial Scholarship □ Honorary Scholarship

Type of Scholarship

□ Named Endowed Scholarship – This scholarship will last in perpetuity. Your gift will be invested, and a percentage of the return will be awarded as an annual scholarship. The minimum gift is $10,000, and you may pledge to make this gift over a five-year period. If you make a pledge to establish this type of scholarship, the award will normally be made the year after the pledge is completed. In cases where the minimum endowment is not reached within five years, the Foundation will have the right to transfer the balance of the fund into another Foundation endowed account.

□ Named Annual Scholarship – This scholarship is awarded annually, depending on the amount of your gift. The minimum annual award is $500. Gifts of less than $500 which are restricted for scholarship use will be placed in the general scholarship fund to be awarded at the Foundation’s discretion.

$ __________ annual award ($500 minimum) X ___ year(s) = Total gift $__________

□ Named One-Time Scholarship – This scholarship is awarded on a one-time basis. The minimum donation is $500. Gifts of less than $500 which are restricted for scholarship use will be placed in the general scholarship fund to be awarded at the Foundation’s discretion.

Selection Criteria

Enrollment Type
□ Traditional – graduating high school senior entering first year of college.

□ Non-Traditional – A student who meets one of the independent student guidelines as defined by the federal government: over 24 years of age and not dependent upon parents for support; a veteran of the U.S. Armed Forces; married; or supporting his/her own child.

□ Continuing – A student who is currently enrolled or who has completed at least one full semester of study at Jefferson, and who intends to continue to study at Jefferson during the next academic semester.

Enrollment Status
□ Full-time Student - enrolled in a minimum of 12 credit hours in a given semester

□ Part-time Student - enrolled in at least one credit-bearing course, but less than 12 credits in a semester)

Need Based
□ Yes □ No

Merit Based
□ Yes □ No If yes, what is the minimum GPA to obtain/retain the scholarship? __________
**Academic Criteria**

☐ I would like the student to be studying in the following field:

___________________________________________________________________________________

___________________________________________________________________________________

Other criteria (if any)  

___________________________________________________________________________________

___________________________________________________________________________________

**Additional Comments:**  

___________________________________________________________________________________

___________________________________________________________________________________

**Correspondence**

☐ Acknowledgement letters from scholarship recipients should be addressed to:

Name:  

Address:  

City, State, Zip  

☐ The donor wishes to remain anonymous and only receive annual updates and correspondence directly from the Foundation.

**Donations**

*All donations should be sent to the Jefferson Community College Foundation, 1220 Coffeen Street, Watertown, New York 13601.*

**Selection Process**

Financial Aid and Admissions personnel and other College faculty and staff as appropriate will participate in the review of applications. The College Financial Aid director awards all scholarships, in accordance with criteria provided by the Foundation office. The Financial Aid Office notifies the Foundation of all awards, and the Foundation provides follow up annually with each scholarship sponsor on the status of that year’s award(s). Some exceptions may apply.

**Other Conditions**

On Endowed Scholarships, the JCC Foundation shall determine the number of awards to be made each year based on available distributions from the endowment. Should the Foundation deem appropriate, it may withhold a scholarship in a given year or year(s). Donors may elect to make additional contributions to the endowment and/or for scholarship distribution at any time. All future additions to the endowment shall be subject to the provisions of this agreement. The funds given to establish this endowment may be merged or commingled with other funds held by the JCC Foundation for investment purposes in accordance with the Foundation’s policies. If future circumstances change so that the purposes for which the endowment is established become illegal or impractical, or so that the purposes no longer meet the needs of Jefferson Community College, the Foundation Board of Directors may designate an alternative use for the corpus of the endowment. In making any such changes, the Foundation will do so while making an effort to keep within the spirit of the donor’s original intent. In cases where an endowment includes funds from a bequest or trust, the Foundation shall in no event deviate from the language of the bequest or trust agreement without court approval for that portion of the endowment governed by a will or trust agreement.

**Inquiries**

Please refer any questions that you may have to the JCC Foundation at 315-786-2458 or foundation@sunyjefferson.edu.

**Next Steps**

1. After you decide on the scholarship criteria, a scholarship agreement will be drafted that reflects your choices and decisions. The draft will be sent to you for your review, consideration and signature. After the final document is returned, the Executive Director will sign the agreement and return a copy to the donor for their records.

2. If a pledge is involved, a form will need to be signed by the donor so that the Foundation can establish a pledge in their accounting system.

3. Certain gifts qualify the donor for recognition at a variety of giving levels. A representative of the Foundation will contact qualifying donors.

*Rev: Oct. 2013*