



**COMMUNITY  
FOUNDATION**  
*of Northern Nevada*

**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 become delinquent on their reporting by: failing to submit transcripts, failing to respond to various communications sent them by the Community Foundation.

The result of a scholarship awardee becoming delinquent on reporting the required items is that the scholarship is then placed on hold until the awardee provides the necessary materials. 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 delinquent in reporting.

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| <b>Stewardship</b>    | <ol style="list-style-type: none"><li>1. Notifies awardee by July 30 that:<ul style="list-style-type: none"><li>▪ reporting requirements are unmet</li><li>▪ scholarship will be terminated if reporting requirements are not met by specified date (usually one year; exceptions to this can be made at the judgment of the Stewardship Office)</li></ul></li><li>2. Places a “hold” on the scholarship by completing a Scholarship Hold form and giving it to the Finance Office</li></ol> |
| <b>Stewardship</b>    | If awardee has not met the reporting requirements by December, Stewardship sends another request for reporting requirements in January and notifies the awardee that the scholarship is scheduled to be cancelled if the reporting requirements are not met by the specified date.   |
| <b>Stewardship</b>    | If the awardee has not met the reporting requirements by June of the next year, Stewardship sends a Scholarship Cancellation form to the Finance Office.   |
| <b>Finance Office</b> | Cancels scholarships for which a Scholarship Cancellation form has been received.  |
| <b>Awardees</b>       | Students whose scholarships have been cancelled may write the Community Foundation requesting that their scholarships be reinstated. The Stewardship Committee will review each request separately to determine whether to reinstate the scholarship.  |