



## EMPLOYEE SCHOLARSHIP

The Village Club Enrichment Fund has been established through the generosity of The Village Club members. Among the purposes of The Village Club Enrichment Fund is awarding scholarships and rendering financial assistance to deserving students who are current employees of The Village Club or their family members. It is intended that all scholarships be awarded in accordance with these procedures on an objective and nondiscriminatory basis. Scholarships are awarded annually and apply to the following academic year.

### Scholarship Eligibility

Recipients of scholarships will be selected from “qualified applicants” on an objective and nondiscriminatory basis based upon standards set below. To be a “qualified applicant” for a scholarship, a student must meet the following standards:

- Is a current employee. “Current employee” means a current full-time or part-time employee of The Village Club who has worked for The Village Club **for a minimum of 150 hours during the year of application.**
- Is an immediate family member. “Immediate family member” means:
  1. the spouse of a current employee,
  2. a child or step-child of the current employee, or
  3. a child for whom the current employee is the legal guardian.
- Is a resident of the State of Michigan.
- Is a graduating high school senior or equivalent or has received a high school diploma or GED.
- Has maintained a grade point average of 2.5 or better on a 4.0 scale on high school studies or the two most recent college semesters.
- Plans on enrolling, or is enrolled in any accredited college, university or trade school as a full-time or part-time student for a minimum of six credit hours per semester.
- Plans to pursue a course of study leading to a four-year baccalaureate degree; two year associate degree; or a vocation or technical training program leading to a certificate, at an accredited college or university in the United States.

### Application Process

Potential applicants must submit a confidential application on The Village Club Enrichment Fund scholarship application form set forth in Exhibit A. This form will reflect the specific criteria or information needed, as well as the factors listed below, as the criteria to be considered in selecting grantees.

Determination with respect to academic ability and character will be based upon such facts deemed pertinent by The Village Club Enrichment Fund and will include transcripts of an

applicant and at least two (2) recommendations by non-family members, with preference to recommendations from a faculty member or another individual active in the applicant's education, although any adult, non-family member may provide the required recommendation. Applicants will also be required to submit an essay describing their qualifications and need for the scholarship.

**Each scholarship is awarded for payment towards tuition for schooling occurring during the fall, winter, spring, and summer sessions of the calendar year following the award.**

**Recipients may reapply annually for a scholarship. In order to be eligible for scholarship renewal, the recipient is required to:**

- Maintain a 2.5 GPA (in most recent two semesters)
- Complete at least two six credit hour semesters
- Complete a new application and essay and submit all paperwork by the posted due date

#### **Supervision Over Scholarship Grants**

**The scholarship will be paid by The Village Club Enrichment Fund directly to the recipient's school.** The Enrichment Fund provides grants to cover only those costs associated with the educational program described in the application:

- Tuition
- Registration and course-related fees
- Books
- Course-related supplies such as software and lab equipment as stipulated in the course syllabus.
- Enrichment Fund grants are not intended to be used for the purchase of computer hardware or for capital equipment purchases of any kind.

The recipient will be required to:

- Maintain appropriate records establishing that scholarship amounts were used for qualified tuition expenses.
- Submit to The Village Club Enrichment Fund a verified transcript after completion of each semester of study.
- Maintain a 2.5 grade point average for each semester during the first year of study.

**Should the recipient fail to maintain the minimum required grade point average, the grantee will be placed on probation.** During the probationary period, the scholarship recipient must:

- Reestablish the minimum 2.5 grade point average. If this requirement is not met, The Village Club Enrichment Fund will terminate the scholarship and require the scholarship funds be returned [or reported].
- Notify The Village Club Enrichment Fund if they transfer to another educational institution and provide an official statement from the institution indicating that they have been granted admission.

### **Investigation of Diverted Funds**

If The Village Club Enrichment Fund learns that all or any part of a grant is not being used to further the purposes of the scholarship, The Village Club Enrichment Fund will take all reasonable and appropriate steps to recover the scholarship funds and/or ensure restoration of the diverted funds to the purposes of the scholarship.

All grant payments that are unused or used for unapproved purposes must be promptly refunded to The Village Club Enrichment Fund. Funds for classes the grant recipient withdraws from shall be considered unused.

A grant recipient who is employed by The Village Club and subsequently terminated will be allowed to fulfill the scholarship award for the academic year.

The phrase "all reasonable and appropriate steps," as used above, includes legal action where appropriate, but need not include legal action if such would in all probability not result in the satisfaction of execution on a judgment.

### **Recordkeeping Requirements**

The Village Club Enrichment Fund shall retain complete records in connection with all scholarships awarded. These records shall include:

- All information obtained by The Village Club Enrichment Fund to evaluate the qualifications of potential grantees,
- The identification of grantees (including any relationship of any grantee to the Enrichment Fund or to a director, officer or committee member of the Enrichment Fund),
- The purpose and amount of each grant,
- The terms of payment of each grant, and
- Any additional information the Enrichment Fund secured as part of the grant administration process.

Each Board member and each member of the Scholarship Selection Committee is obligated to disclose any personal knowledge of and relationship with any potential recipient under consideration and to refrain from participation in the award process in a circumstance where a private benefit, either directly or indirectly, would be derived if any potential recipient or recipients are selected over others.

**Scholarships, the number of scholarships and the amount of each scholarship shall be determined annually at the sole discretion of The Village Club Enrichment Fund Board of Directors. Under no circumstances will any scholarships be awarded to any person who is an immediate family member of a Village Club member.**