



Hampton Roads  
Community Foundation  
Inspiring Philanthropy. Changing Lives.

## Scholarship Rules and Regulations

1. To activate a scholarship, **recipients must return a completed Scholarship Award Form by the required deadline. The form will be mailed to you with your award letter. Late forms will not be accepted.** Should you have enough financial assistance and wish to decline your scholarship, please let us know immediately so it can be offered to another student.

2. If there are any changes in the scholarship amount, students will be notified in writing. Otherwise the amount stated in the award letter will apply.

3. Checks will be mailed directly to the student accounts office of the recipient's school by late July with instructions to divide funds between the fall and spring semesters. Scholarships can only be used for tuition, fees, course-related expenses, and room and board.

A portion of your scholarship may be considered taxable by the IRS. Check with a tax expert and/or the financial aid office at your school for more information. The recipient is responsible for any tax liability incurred as a result of this award.

4. Students may not directly receive any Hampton Roads Community Foundation funds. **Should a school inadvertently return Foundation funds to the student, the funds should immediately be sent by the student to Foundation.** Not doing so is grounds for losing the scholarship.

5. **Requests to apply funds to study abroad must be made to the foundation in advance.** The study abroad program must be approved by the student's home institution and issue academic credits that are transferable to the student's degree program. Payment will only be issued to the home institution or another U.S. entity.

6. **Recipients must maintain a satisfactory academic record.** If a student is placed on academic probation or suspension, the scholarship may be withdrawn at the discretion of the Hampton Roads Community Foundation.

7. Most undergraduate scholarships are based on full-time enrollment in a bachelor's degree program at a four-year college. Award amounts for need-based scholarships take into account the cost of the college recipients plan to attend. **If a student does not maintain a full-time course load or elects to transfer to a less expensive school or community college the scholarship may be reduced or withdrawn at the discretion of the Hampton Roads Community Foundation.**

8. Recipients are expected to adhere to federal, state and local laws and ordinances, as well as the codes of conduct set forth by their educational institutions. **The Foundation reserves the right to suspend or revoke scholarship awards if a student is found to have violated the institution's code of conduct or committed a crime.**

9. **Should a recipient withdraw from school, the Foundation must be notified immediately in writing.** Any scholarship balance must be refunded to the Foundation. It is the student's responsibility to arrange for this with his or her institution.

10. **If a recipient is awarded a scholarship designated for students at a specific school the Foundation must be advised if the student will enroll elsewhere.** The Foundation must then withdraw the scholarship. If possible, we will attempt to reassign the student to a scholarship that can be used elsewhere.

11. If noted in the award letter a scholarship may be renewable. Renewal eligibility is only applicable to the degree program in which the student is enrolled during the first year of the award. **Eligibility ends after the maximum**

**number of years or upon graduation, whichever is sooner. Scholarships will not roll over to additional degrees. Students eligible for renewal will automatically receive a renewal form each spring.** Students must complete and return the form and arrange for a complete transcript to be mailed to the Foundation by the required deadline. The transcript must contain grades for the entire year.

12. Recipients may contact the Foundation to request deferral of their scholarship during a leave of absence from school. An award may be deferred up to one year at the discretion of the Hampton Roads Community Foundation.

**13. It is the responsibility of recipients to immediately inform the Foundation in writing of any change in permanent address, college attended or financial circumstances.** Not complying will result in loss of the scholarship.

Please start a file now for your Hampton Roads Community Foundation scholarship and keep in it these Rules and Regulations as well as your original award letter and all other correspondence you receive from us.

Hampton Roads Community Foundation One Commercial Place, Ste. 1410, Norfolk, VA 23510 Phone: (757) 622-7951 Fax: (757) 622-1751 Email: [Scholarships@hamptonroadscf.org](mailto:Scholarships@hamptonroadscf.org)