



# KNIGHTS OF COLUMBUS

IN SERVICE TO ONE. IN SERVICE TO ALL.

## Knights of Columbus – SK Rick Engel All Saints Scholarship Fund

### Scholarship Guidelines and Procedures

#### I. GENERAL OVERVIEW

The SK Rick Engel All Saints Scholarship Fund (the “Fund”) of the All Saints Council #14475 (the “Council”) may in its discretion award scholarship grants on behalf of individuals (paid directly to qualified educational institutions), which scholarships may be used exclusively for tuition at post-secondary educational institutions that normally maintain a regular faculty and curriculum, as described as Internal Revenue Code § 170(b)(1)(A)(ii), and for fees, books, supplies, and equipment required for courses at such institutions, or for room and board expenses payable to the institution. The Council will approve all scholarship programs established by such Scholarship Fund. The Fund Committee will make the ultimate decision regarding scholarship award distributions.

#### II. SCHOLARSHIP SELECTION PROCESS

##### A. Criteria for Selection

All scholarship applicants shall submit a complete application, which shall include; a biographical record and supporting material (resume), essay, and letters of recommendation. The Fund shall have ultimate approval authority over all application forms used by the Council Scholarship Funds established by the Council.

##### B. Selection Committee

The selection committee shall be appointed by the Grand Knight of All Saints Council #14475 (the “Council”), comprised of a minimum of five (5) active Council members, one (1) serving as the committee chairman and the remainder being committee members. The presiding Grand Knight and the presiding Deputy Grand Knight will be members. Each committee member will have one vote for each scholarship opportunity per scholarship year.

##### C. Nondiscriminatory Policy

Scholarship recipients will be selected solely on merit; no financial information need be provided nor will financial situation play a role in awarding the scholarships. Scholarship recipients may be selected on the basis of criteria reasonably related to the charitable purpose of the Fund and all scholarships shall be awarded on a merit based, objective and nondiscriminatory basis within the meaning of Internal Revenue Code § 4945. Family members of the Council are eligible to receive scholarship grants. Family members of the selection committee **are not** eligible to receive a scholarship.

### III. SOLICITATION OF APPLICANTS

Applicants are limited to and must be active registered parishioners/members of All Saints Roman Catholic Church, Lake Wylie, SC who are or will be enrolled in a full-time college, university, community college or technical college curriculum for the award year.

### IV. NOTIFICATION OF SCHOLARSHIP RECIPIENTS

Fund scholarship recipients shall be notified after the Fund committee members have given final approval of scholarship award recipients to the Grand Knight of the Council. Notification can be given by either a Council member or a representative of the Scholarship Fund. The Fund after notification and approval by the committee members shall provide each scholarship recipient with a letter notifying him/her of the award, and specifying that all amounts must be used exclusively for tuition at the post-secondary education institutions that normally maintain a regular faculty and curriculum, and for fees, books, supplies, and equipment required for courses at such institutions, or for room and board expenses, payable to the institution. The letter shall inform the student that no funds may be disbursed until the Fund receives confirmation that the student is enrolled in the educational institution, at which time the funds shall be disbursed to the school for the student's benefit.

### V. SUPERVISION OVER SCHOLARSHIP

The Fund shall send scholarship check(s) directly to the educational institution selected by the recipient(s), and shall instruct the institution to apply the funds to the recipient's school student account upon verification of the student's full-time status.

In the event the student transfers to another school during the academic year, the funds shall be returned to the Fund. If the student completes his or her schooling, or withdraws from school the residual scholarship funds, if any, shall be returned to the Fund.

### VI. RECORD KEEPING

The Fund shall keep records, which shall include:

1. The amount and purpose of each scholarship;
2. A copy of the letter notifying the recipient of the scholarship.

### VII. INVESTIGATION AND ENFORCEMENT PROCEDURES

It is the policy of the Fund to require the educational institutions that have received funds on behalf of the scholarship recipients to return unused funds to the Fund if the student transfers, or otherwise ceases to be enrolled at the institution, or if the funds cannot be used on behalf of the student for academic purposes or for room and board expenses payable to the institution. The Fund does not intend that scholarship awards be made available directly to students.

If the Fund determines that any part of a scholarship has been used for improper purposes, it shall take all reasonable and appropriate steps to recover improperly expended scholarship funds and to ensure that any funds held by the recipient will be used exclusively for the purposes of the scholarship. Such steps may include legal action unless such action in all probability would not result in satisfaction of execution of a judgment.