



# **Esperanza**

## **Scholarship Program**

### **Policies & Procedures**

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#### **Student Population**

For purposes of this rule, the following criteria defining an eligible applicant shall apply:

- (A) Applicants who either were born in a Hispanic country or have at least one parent who is fully Hispanic.
- (B) Hispanic students who are either American citizens or US legal residents that are Permanent Resident Card holders.
- (C) Hispanic high school senior students graduating from private and public institutions and Hispanic college students enrolled in an accredited higher education institution.
- (D) General Affiliations or Associations:

For the purpose of this rule, the following individuals will be ineligible for an Esperanza, Inc. scholarship.

- a. Applicants who are current employees of Esperanza or their immediate family members
- b. Applicants who currently are Board members or their immediate family members

#### **Student Residency**

For purposes of this rule, the following criteria defining the residency status of the applicants shall apply:

- (A) Any student who is a resident of Cuyahoga County, Ohio

- (B) Any student who is a resident of Lorain County, Ohio

### **Student Enrollment in Post-Secondary Schools**

For purposes of this rule, the following criteria defining the applicant's enrollment in Post-Secondary Schools shall apply:

- (A) Students enrolled in accredited two-year institutions
- (B) Students enrolled in accredited four-year institutions

### **Accreditation**

Accreditation speaks of the educational quality of an institution. It is an indicator that the institution meets certain minimum standards of quality. Institutions, which have been accredited, by the Association of Colleges and Schools shall be considered accredited institutions for the purposes of this document.♦

### **Student Status of Enrollment**

For purposes of this rule, the following criterion defining the applicant's status of enrollment shall apply:

- (A) Only applicants enrolled as full-time students will be considered. Changes to their status once the scholarship has been awarded will be evaluated on a case-by-case basis. The amount of the scholarship will be prorated based on the number of credit hours.

#### **Full Time students:**

Students who are enrolled in 12 or more credit hours per semester or quarter.

### **Student Grade Point Average (GPA)**

For purposes of this rule, the following criterion defining the student's Grade Point Average (GPA) shall apply:

- (A) Eligible applicants shall have a minimum GPA of 2.75 on a 4.0 scale.

### **Student Family Income**

For purposes of this rule, the following criteria defining the applicant's family income shall apply:

- (A) Applicants whose family income is below \$60,000.00 dollars shall be eligible.
- (B) Applicants whose family income is higher than \$60,000.00 dollars shall be evaluated on a case-by-case basis with regard to:
  - a. Family size: number of dependents
  - b. Other family members attending college
  - c. Family members attending private educational institutions

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♦ Ohio Board of Regents, Transfer and Articulation. November 2002

- d. Other scholarships received and financial aid

## **Application Timeline**

For purposes of this rule, the following criteria defining the timelines for application shall apply:

- (A) The completed application packet must be received at Esperanza, Inc. by the date specified on the application and postmarked by midnight. No exceptions shall be made.
- (B) Incomplete applications will not be considered.
- (C) Any funds remaining after the scholarships have been awarded will roll over for the next year.

## **Disbursement to Recipients**

The following disbursement procedure shall apply:

- (A) The student must submit the following required documents:
  - a. Fall Semester
    - i. A copy of “thank-you” letter sent to sponsor
    - ii. Proof of full-time registration on college letterhead
  - b. Spring Semester
    - i. Official transcript from Fall semester
    - ii. Proof of full-time registration on college letterhead
- (B) One letter per semester will be sent to notify the student about the disbursement procedure to obtain the award. If the student does not respond within two weeks of the mailing of the letter, one phone call will be placed to the parents to inform them of the procedure.
- (C) A parent, legal guardian or other authorized individual must present identification to pick up and sign for the check in person. Checks will not be mailed, unless we receive written authorization from the student.
- (D) Checks will be made out to the order of the recipient to be used for college related expenses.
- (E) Funds that are not picked up before the deadline will roll over into the scholarship fund.
- (F) Students must maintain a minimum 2.75 GPA to receive the scholarship. Moreover, scholarship award money of students who do not meet the minimum GPA requirements will roll over into the scholarship fund.
- (G) There will be a deadline per semester for the check to be picked up by the students or an authorized individual.
  - a. By the end of the second week in November
  - b. By the end of the second week in March

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