

# KEF Terms of Service

Terms of service are applicable to KEF Scholarships. Other awards or scholarships administered by KEF on behalf of partners may have additional conditions of the award that students must meet to remain eligible.

## Student Responsibilities

In order to receive initial scholarship payment, official transcripts (OT) must be received by June 30 of each application year. High school seniors must have their school send their OT directly after graduation. College students can order OT to be sent via mail or email after each spring term.

### 1. Provide Transcripts

- a. Provide **official transcripts** to the Foundation by June 30 of each application year. No release of funds will occur until official transcripts are received by the Foundation verifying the minimum GPA requirements. If official transcripts aren't received by June 30, funds may be forfeit.

**Official transcripts** come directly from your educational institution (high school for incoming freshman). Most institutions allow you to order transcripts to be emailed to us for a small fee, or you can elect to have them sent via USPS (regular mail). If emailed from the school, they should be sent to [scholarships@koniageducation.org](mailto:scholarships@koniageducation.org). If regular mail, sent to Koniag Education Foundation, 4141 B. Street, Suite 201 Anchorage, AK 99503, ATTN Scholarship Manager.

- b. Provide **unofficial or official transcripts** to the Foundation immediately after the completion of fall, and/or winter terms. No release of funds will occur until official transcripts are received by the Foundation and maintenance of minimum GPAs and attendance is verified. If unofficial transcripts aren't received within four weeks of the end of the term, funds will be forfeit.

**Unofficial transcripts** can generally be accessed via a student's online school account without a fee and must be submitted at the end of summer, fall, and/or winter terms. Unofficial transcripts should be emailed to [scholarships@koniageducation.org](mailto:scholarships@koniageducation.org). and **must be attached to the email as a.pdf file**. Any other file formats, copy/pasting into the email or screen shots will not be accepted. Unofficial transcripts must be received within four weeks of the end of each term or the funds will be forfeit.

### 2. Maintain Good Standing

- a. Maintain the minimum GPA required by the scholarship(s) applied for AND
- b. Complete the number of credit hours stated on student application AND
- c. Maintain communication with KEF for any enrollment or contact information changes.

#### Probation

If a student's cumulative GPA falls below the minimum stated for any funding period, and/or the student does not complete the number of credit hours stated on their application, the student will be placed on probation. A student may still be eligible for their scholarship during this time. Continued Probation: If the cumulative GPA increases the following semester, although still below the minimum stated above, the student may continue with probation for one additional term.

Funding Cancelled: Funding will be cancelled for any student who fails to either improve their GPA in the following term or attain the established minimum GPA by the end of two consecutive terms.

### **Regaining Good Standing**

If funding is cancelled due to loss of good standing, in order to be eligible for a future KEF scholarship/grant, student must regain minimum cumulative GPA requirement and/or complete the amount of credits as indicated on their application.

3. **Demonstrate Satisfactory Academic Progress** The definition of Satisfactory Academic Progress (SAP) is the successful completion of coursework towards a degree or certificate. KEF may use the guidelines stated below to determine SAP. Student must:
  - a. Maintain a minimum overall grade point average required by the program
  - b. Complete at least 2/3 of all attempted credit hours – This will be reviewed at the end of each semester and the aggregate percentage of coursework attempted and passed must equal 2/3 or greater at each review.
  - c. Complete a degree program in a maximum time frame of no more than 150 percent of the average length of the program.
  
4. **Maintain Communication** Notify the Foundation immediately if there is a change in enrollment status (if you decide not to attend), email address, phone number, and mailing address.

### **Payout of Scholarships**

Scholarship payments are paid out at the beginning of each term (semester or quarter) a student is attending and are sent directly to the educational institution. Ensure that the correct financial aid address on file or disbursements may be delayed. Note that the department that processes scholarships at each college may not necessarily be the financial aid office. Please contact the school directly to get the correct department's address.

Upon receipt of the required documentation, KEF will initiate a check request which can take up to 14 days to process. Check runs are generally once per week during August, September, December and January, and every other week for the rest of the year.

### **Late Fees**

KEF is not responsible for late fees resulting from incorrect addresses provided to us, or from a school's delay in disbursing funding to student accounts. If a stop pay is required for a check that was sent to the incorrect address as provided by the student, the student will receive a deduction of the fee from their award.

\*Note: Students are welcome to submit official transcripts via their university for each term, KEF simply doesn't want to burden students with the additional cost. Students in the Anchorage area are welcome to drop documents off at our office.

### **Petitions**

Students may request an exception to stated policies due to extenuating circumstances by petitioning the Scholarship Committee in writing. Scholarship Committee will have final word on outcome and KEF will inform the student of their decision within two weeks of the petition being received.