

KEF Student Responsibilities

Congratulations on being a Koniag Education Foundation (KEF) student! We are here to assist you with any questions you may have. Please read this document to ensure you understand your responsibilities in receiving and continuing to receive the KEF General Scholarship. Be aware that you must reapply each year to receive this academic merit-based scholarship. Students must follow the rules listed below to maintain good standing. Not maintaining good standing may result in the loss and/or reduction of your award.

1. Provide Transcripts

Official transcripts (OT) must be received by KEF prior to receiving your initial scholarship payment. High school seniors should have their school send their OT. College students can order OT to be sent via mail or email. An emailed receipt to scholarships@koniageducation.org showing you have ordered your official transcripts is also acceptable to meet the deadline.

- a. **Provide most recent official transcripts to the KEF by June 30** (October 31 for Spring only students) of each application year. No release of funds will occur until official transcripts are received by the KEF. If official transcripts aren't received by deadline, funds may be forfeit.

Official transcripts must come directly to KEF from your educational institution (high school for incoming freshman). Most institutions allow transcripts to be emailed for a small fee or sent via USPS (regular mail). If emailed from the school, they should be sent to scholarships@koniageducation.org. If regular mail, sent to Koniag Education Foundation, 3800 Centerpoint Dr., Suite 702 Anchorage, AK 99503, ATTN Scholarship Manager.

- b. **Provide unofficial or official transcripts to KEF immediately after the completion of fall, and/or winter terms.** No disbursement will occur until transcripts are received by KEF. If 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 either **uploaded into SMA** or emailed to scholarships@koniageducation.org as an attached .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.

**Note: Students are welcome to submit official transcripts for each term if they so choose.*

2. Maintain Academic Standing & Attendance

- a. Maintain the minimum cumulative GPA required by the scholarship(s) which is a 2.5 for the KEF General and 3.0 for Special Scholarships.
- b. Complete the number of credit hours stated on your student application with a D or better.

3. Maintain Communication

Notify KEF immediately if there is a change in school, enrollment status (if you decide not to attend), email address, phone number, and mailing address. The forms for address and school changes are on our website. Change of school forms must be provided by August 15 (for fall payment) and December 1 (for spring payment) or your payment will be delayed. Funds are forfeit if change of school form is not provided within four weeks of the start of the term. Failure to maintain

communication with KEF will result in losing good standing status.

4. **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 all attempted credit hours – This will be reviewed at the end of each term.
- c. Complete a degree program in a maximum time frame of no more than 150 percent of the average length of the program.

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, but 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, to be eligible for a future KEF scholarship/grant, the student must regain minimum cumulative GPA requirement and/or complete the number of credits as indicated on their application, and/or maintain communication with KEF.

Payout of Scholarships

Upon receipt of the required documentation, scholarship disbursements are paid out at the beginning of each term (fall, and/or winter, & spring) a student is attending and are sent directly to the educational institution. Ensure that you provide the correct address for processing outside/private scholarships or your disbursements may be delayed. Note that the department that processes private or outside scholarships may not necessarily be the financial aid office. Please contact the school directly to get the correct department's address.

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.

FERPA

Due to Family Educational Rights and Privacy Act, no information shall be released to parents or guardians unless KEF has written consent on file.

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.