



# Scholarship Program Policies

An outline of **Expert Education Foundation's** policies for its scholarship program is given in this paper, together with information on the parties involved, the timeline, and the procedure that will be followed.

## Overall

The selection of a scholarship recipient will, to the greatest extent feasible, be done "blindly"—that is, without the applicants' names being known to those assessing the applications.

Unless otherwise specified in the application for a scholarship or in other publications, all rewards are one-time.

## Timetable

Early spring is the deadline for applications, which will be reviewed promptly, and the scholarship will be awarded close to graduation. Once graduation and once the winner provide documentation of their enrollment in an accredited program or institution, awards will be disbursed.

## Candidates

For every scholarship, the application form outlines the general requirements.

Some scholarships are only available to students enrolled in **Expert Education Foundation**, while others are available to any citizen of USA who is a high school student, regardless of the high school they attend.

It is possible for a student to apply for multiple scholarships; however, the application forms will specify any limitations.

All applicant data, including names, will be kept private and confidential. The winners' identities will be made public, unless there are exceptional circumstances.

Scholarships granted through a fund managed by **Expert Education Foundation** are not available to the offspring of the fund's creator. **Expert Education Foundation** retains the right to evaluate each applicant's eligibility for a scholarship in any circumstance.

## Selection Committees

A minimum of one Selection Committee will exist.

A Selection Committee's principal duty is to assess scholarship applications.

Administered by the **Expert Education Foundation** and to choose recipients for those awards.

It may also be requested of a Selection Committee to suggest modifications to the guidelines governing the general administration of the scholarships as well as the forms used for applying for them.

**Expert Education Foundation** | [www.experteducationfoundation.org](http://www.experteducationfoundation.org) | 847 350 9034



# Scholarship Program Policies

## Membership of the Selection Committee

Members shall be appointed by the **Expert Education Foundation** Executive Committee for periods that are renewable after one year.

Members shouldn't be too familiar with or in touch with the candidate pool as it stands right now.

There shall be an odd number of voting members on each Selection Committee, with a minimum of three.

A member of the **Expert Education Foundation** Board of Directors will serve as an ex officio member on each Selection Committee in addition to the appointed members, enabling the Executive.

Committee may be updated on the status of each Selection Committee as well as any potential problems. The ex officio member will not be able to cast a vote on any motion that the Selection Committee considers.

The Selection Committee Chair(s) will be chosen by the Executive Committee, and their role will be to oversee the committee's meetings and activities.

Every Selection Committee will convene as needed to fulfill its responsibilities. Members of the selection committee may participate electronically (e.g., via a voice or video connection).

At least 50% of the voting members of that Selection Committee must be present in order for there to be a quorum for any vote.

Electronic methods (such as email, text messaging, phone calls, and video conferences) may be used to take votes.

The Executive Committee or the entire Board of Directors of the **Expert Education Foundation** will not have any say in the scholarship recipient selected by the Selection Committee.

## Screeners

There'll be one Screener, minimum.

The **Expert Education Foundation** Executive Committee will appoint screeners, who are not permitted to serve on any Selection Committees. It may be deemed a conflict of interest for someone to have a child who is a senior in any local high school, so they cannot be Screeners.

The main duty of a screener is to make sure that the identities of applicants are kept secret from selection committees in order to maintain the blind nature of the scholarship selection process.



# Scholarship Program Policies

## Applications

There will be an accompanying application form for each scholarship that includes, at the very least, a description of the selection criteria, a list of the data and materials that must be submitted by the Applicant, as well as the application's deadline.

Scholarships will be advertised in various media outlets and application forms will be made available on the **Expert Education Foundation** website at the appropriate times. Notifications ought to be sent out at the very least when application forms are made available and once more just before an application's deadline.

Unless otherwise indicated in the application itself, all applications must be received in hardcopy form. The **Expert Education Foundation** may decide to accept applications in digital format, such as a scan or photograph, in the unusual event that an applicant becomes ill.

Applications become the property of the **Expert Education Foundation** upon submission. They will be handled with secrecy and viewed only by the **Expert Education Foundation's** Selection Committee and other relevant parties when needed. Only with the applicant's consent or in line with the guidelines unique to a given scholarship will portions of an application be disclosed to parties outside of **Expert Education Foundation**.

## Specifications for materials included with an application

A recommendation letter from a member of the applicant's immediate family will not be accepted.

If a letter written for another purpose would satisfy the requirements of an application, then there is no need to write a letter of recommendation especially for that application.

Articles from news sources will not be permitted to be included in scholarship applications because it is almost hard to redact them properly, compromising the "blind" selection process.

## Process

### Obtaining applications

Applications will be sent to screeners in hard copy or electronic format. They will mark the applicant information page and each page of the application with an ID code that they will assign to each application.

A key file containing the names of applicants and their ID codes will be prepared by screeners.

Screeners will remove applicant names and other identifying information from the applications, with the exception of the applicant information page.

# Scholarship Program Policies

The original un-redacted application, including the applicant information page, will be preserved by the **Expert Education Foundation** in addition to the original redacted applications.

## Evaluation of applicants and selection of recipients

With the exception of the applicant information page, redacted applications will be digitally formatted (e.g., scanned to PDF) and electronically distributed to Selection Committee members.

Each Selection Committee will convene as needed to examine and assess the applications subsequent to their receipt.

The methods and procedures used by each Selection Committee to choose the recipients of each scholarship will vary, but they will always base their decision on the standards outlined in the scholarship application.

The simple majority of those voting will select the recipient.

In order to maintain the privacy of the selection process, if for whatever reason a Selection Committee needs to get in touch with an applicant during the assessment process, it will do so indirectly through a Screener.

Following the selection of recipients and backups, the Chairman will provide the Screener with their ID codes. The Screener will then use the key file to obtain the recipients' and backups' names.

## Notifying the Recipients

Scholarship winners will be notified in writing by the **Expert Education Foundation** or via another means at its discretion.

## Publicity

The **Expert Education Foundation** will notify the guidance departments at the recipients' schools and publicize the awarding of scholarships with a press release in various media, usually including but not limited to the recipients' names and photographs, unless there are exceptional circumstances (see individual application forms for details).

## keeping records intact

The **Expert Education Foundation** archives will retain all applications—digital or paper—as well as redacted applications and, if desired, the worksheets used by the Selection Committee for a fair amount of time.

## Presentation of scholarship

# Scholarship Program Policies

The presentation of a scholarship will be in accordance with the policies and practices of the

## Recipient's school.

The **Expert Education Foundation** Executive Committee will choose when and to whom to award scholarships.

A scholarship recipient must provide evidence that they will be enrolled at an institution that satisfies the requirements in order to be paid their award.

The **Expert Education Foundation** reserves the right to cancel the scholarship and its award if a recipient fails to provide the necessary documentation within 60 days of the recipients being notified. The **Expert Education Foundation** may then decide to grant the scholarship to either choose to award the scholarship to a different applicant or not this year.

## Non-award of scholarships

The selection committee will not award a scholarship in any given year if it determines that no applicant satisfies the minimal requirements.

## Administration of Scholarships

### Receipt of funds

The sponsor of the scholarship may choose to a) postpone awarding the scholarship for a year, b) award the scholarship using the funds on hand and close the fund, or c) transfer any remaining funds to the **Expert Education Foundation** Scholarship Fund if the fund balance on that date is less than that required for the awards.