



52 Broadway  
New York, NY 10004  
212-539-0500

# HANDBOOK

## FUND RULES AND REGULATIONS

### FOR SCHOLARSHIP AWARD WINNERS

REVISED OCTOBER 2010

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This Handbook is to familiarize you with the rules and regulations of the Albert Shanker College Scholarship Fund of the United Federation of Teachers. To maintain your scholarship, you must comply with the requirements and policies adopted by the Fund.

FAILURE TO DO SO MAY RESULT IN THE FORFEITURE OF YOUR SCHOLARSHIP.

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Please read them and keep them for reference.

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The prefix (C) indicates the requirements for CUNY and or Cooper Union students who are paid directly from our office.

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The prefix (P) indicates that the requirements apply only to students paid through their college's financial aid office.

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*Items marked with an asterisk (\*) require continuing action on your part.*

**ACADEMIC REQUIREMENTS** — See “Minimum Scholastic Requirements.”

**ACCELERATED PAYMENT** — Award payments cannot be made at a rate greater than \$1,250 per year. Payment cannot commence before the next regular term following high school graduation.

**ACCREDITATION OF COLLEGES** — The Fund will pay the award at any college accredited by one of the six regional accrediting agencies except as noted under “Excluded Colleges and Programs.”

The six Regional Accrediting Agencies are:

Middle States Association of College and Secondary Schools (MSA)

New England Association of Schools and Colleges (NEASC – C I HE)

North Central Association of Colleges and Secondary Schools (NCA)

Northwest Association of Secondary and Higher Schools (NASC)

Southern Association of Colleges and Schools (SACS – CC)

Western Association of Schools and Colleges (WASC – Sr.)

**APPEALS** — You may appeal a decision of the Fund by submitting your request in writing. This appeal, with the appropriate reasons to the Trustees, must be **WITHIN 30 DAYS AFTER RECEIPT OF THE FUND'S NOTIFICATION.**

**CASHING OF CHECKS** — CUNY/Cooper Union Awardees may cash their checks wherever they choose. Banks usually will not cash checks for individuals who do not have accounts with them. We have an arrangement with the Amalgamated Bank which will cash our award checks upon presentation of an identification card supplied by us. This bank is located at 52 Broadway.

**COLLEGE CHANGE** — See “Status Change.”

**COMMUNITY (2-YEAR) COLLEGES** — Fourth year award payments may not be paid at a community college.

**COOPERATIVE PROGRAMS** — Students who receive full salaries during the work period will receive no award payment for that period. Since most co-op programs are of more than four years duration, these students usually expend the full amount of their award.

Full particulars of the co-op program must be provided to the Fund in advance. Summer school payments are made with proof of registration.

**DIRECTOR** — The Director of the Fund interprets and implements the policies approved by the Trustees.

**DUPLICATE DEGREE** — No awardee may pursue, while receiving scholarship assistance from the Fund, a degree at a level equivalent to one already held.

**EXCLUDED COLLEGES AND PROGRAMS** — Awards will not be made at certain colleges which have refused to cooperate with Fund policies on non-reduction of college awards. Reduced awards are sent to students' colleges where the college policy limits outside awards without reduction of college awards.

Additionally, awards will not be paid at colleges or in programs where the student receives full tuition, all expenses and a stipend from the college or from the government.

**FAILURE TO SUBMIT GRADE REPORTS, TRANSCRIPTS AND OTHER DOCUMENTATION:**

- A. FIRST YEAR STUDENTS** must submit all documents (SAR/PELL, acceptance sheet, college decision, and financial aid package) by the deadline dates set in their "Congratulations" letters or the following Fall payment will be forfeited. The application will be considered incomplete and the student will be removed from the program.
- B. TRANSCRIPTS** — Failure to submit an official college transcript by August 15th of each year will result in the forfeiture of the Fall payment permanently reducing the award by \$625. The student will be considered suspended for that term/semester.
- C. GRADE REPORTS** — All students must submit a grade report for the preceding Fall term/semester by January 31. Failure to submit a grade report will result in the forfeiture of the spring payment permanently reducing the award by \$625. The student will be considered suspended for that term/semester. Student copies, faxed copies or official/unofficial copies are acceptable unless otherwise requested for Fall grades.

**FEBRUARY HIGH SCHOOL GRADUATES** — Awardees who graduate from high school in February and have commenced their college studies prior to the award may be eligible for payment for that semester. Such payment will be authorized upon presentation of

an official transcript demonstrating successful completion of a term of full-time matriculated study (12 or more credits).

**FORFEITURES** — Documents submitted after a deadline will result in the loss of prior amounts due. Awardees will only receive the amount for the current semester after all documents are submitted.

**\*FULL-TIME STUDY REQUIREMENTS** — No award payment will be made for any student enrolled for fewer than 12 credits except during the first year of the award. Credit for remedial courses may be based on contact hours.

**GRADUATE SCHOLARSHIP** — The Fund currently provides nine (9) graduate scholarships annually; one each in the fields of medicine, teaching and law. Six(6) are for masters programs with preference given in the fields of education and business administration.

Eligibility is limited to winners of undergraduate awards on a single application basis. You must apply the year in which you receive your baccalaureate degree. Applications for these awards are sent to eligible students in the early Spring of their senior college year.

**HONORS** — Please inform the Fund's office of any honors or awards you receive and of any significant or extraordinary achievements. We wish to share your accomplishments with the teachers of New York City who made these awards possible.

**LEAVE OF ABSENCE POLICY** — Each awardee is entitled to take one year of cumulative leave during their college career merely by requesting it in writing in advance. The student entering military service will be granted automatic leave for a two-year period upon prior notification to the Fund.

Students requiring an additional leave for a good and sufficient reason, may be granted such leaves by the Trustees of the Fund. Prior approval is required.

Students who fail to meet the Fund's regulations/deadlines concerning the receipt of transcripts and other documentation, will be suspended from the program (for the term/semester) in which there is no contact. This period is considered a part of the leave policy. No retroactive monies will be paid.

Students who have not contacted the Fund for a period of one year will be automatically dropped from the program. The leave policy will no longer be in effect if the student has not contacted the Fund during the year. The student will not be reinstated.

Scholarships may not be renewed after an interruption of more than two years. This policy may not be appealed.

Before any request for a leave can be considered, the awardee's account with the Scholarship Fund must be

clear. All required documents must have been submitted, and all financial accounts must be in balance. FAILURE TO NOTIFY THE FUND WILL RESULT IN THE STUDENT BEING DROPPED FROM THE PROGRAM.

**MILITARY LEAVE** — See “Leave Policy.”

**MINIMUM SCHOLASTIC REQUIREMENTS**

**1. FIRST YEAR STUDENTS\*\*** — Remedial courses for which no or reduced credit is given will be counted in this total based on 15 or more hours. (See “Minimum Credits Completed” below.) 18 or more actual credits must be completed after the first year or the student will be placed on academic leave of absence for the following semester.

**2. All Other Students:** A student cannot be eligible for payment if he is registered for fewer than 12 credits per semester. A student cannot be eligible for payment if 12 or more credits are not completed during any given semester.

**3. Continuing Payments:** In order to continue receiving payments, award winners must not show overwhelming failure or frequent withdrawals from courses which lead to suspensions or academic leaves. The following academic guidelines have been established:

YEARS OF SCHOLARSHIP COMPLETED	MINIMUM CREDITS COMPLETED	MINIMUM SCHOLASTIC INDEX
**1	18	1.70
1½	30	1.70
2	42	1.70
2½	56	2.00
3	70	2.00
3½	86	2.00

4. Students who fail to meet the requirements, as shown in the table, will be placed on suspension from the program until their grades reach the minimum requirement.

5. Special allowances may be made during student teaching or cooperative nursing programs. A student must receive prior approval for such consideration.

**NAME CHANGE** — See “Status Change.”

**PAYMENT OF AWARDS** — Award payments are made either from our office or through the college’s financial aid office. The determination as to which method is used depends on the college. Award payments cannot be made at a rate greater than \$1,250 per year. Payment cannot commence before the next regular term following high school graduation.

(C) Scholarship recipients who attend CUNY or Cooper Union will have their checks mailed directly to their homes in two payments of \$625

during the school year. Instructions will be issued at the time of payment. Proof of registration must be submitted in September. In February, proof of registration as well as a grade report from the preceding fall term is required. A schedule of payment dates is published annually.

(P) Payments sent to financial aid offices are sent semi-annually. Each check, usually in the amount of \$625.00, is made out to the student and the college. A double endorsement of these checks is required. They are normally sent out in mid-September and mid-February and will not be honored for payment after sixty days from the date on the face. Students should urge the college to cash these checks promptly.

Failure to submit transcripts or documentation by the due date will result in the forfeiture of payment for that semester/year.

**STALE DATED CHECKS** — Checks not cashed within 60 days will not be honored by the bank.

**\*STATUS CHANGE** — If there are any STATUS CHANGES such as college decision, transfers, leaves of absence, co-op programs, study abroad, name and address changes or any other changes that affect your scholarship award, please report them in writing to the Scholarship Fund immediately.

**STUDY ABROAD** — Students may use their award while participating in a formal study-abroad program under the auspices of an accredited United States college. Such study must be full-time, and with all credits transferred to the sponsoring local college. (Prior written approval from the Fund must be obtained.) (See “Visiting Students.”) Failure to notify the Fund’s office will result in forfeiture of the current semester’s award.

**SUMMER SESSION** — No payment may be made for summer session, except at the colleges which restrict the amount of the awards during the school year. At these institutions, upon prior approval, students may be eligible for pro-rata payment for Summer study. In no event will the total award in any year exceed \$1,250.

**\*OFFICIAL TRANSCRIPTS** — YOU ARE RESPONSIBLE FOR ARRANGING FOR AN OFFICIAL TRANSCRIPT TO BE SENT TO OUR OFFICE NO LATER THAN AUGUST 15TH OF EACH YEAR. An official transcript is one that is sent directly by the college and bears the college seal. Student copies, faxed copies or unofficial copies will not be accepted under any circumstances.

The Fund will send a postcard to acknowledge the receipt of your transcript. If you do not receive such notice by August 1st, it is your responsibility to follow-up with your college. If the transcript is not received by August 15th, your September payment may be forfeited. Forfeitures are not appealable.

**TRUSTEES** — The Trustees meet periodically to set policies and review the operation of the Fund.

**UNEXPENDED FUNDS** — Funds not used by an awardee due to early termination of studies (drop-out, forfeiture, accelerated work, discontinuation of college after receiving an associate degree, etc.) revert to the Fund and are used to provide additional awards.

**USE OF THE AWARD** — Scholarship payments may be used for any college-connected purpose. Tuition, fees, books or supplies, carfare and lunches are examples of acceptable uses. Payment received for periods of non-attendance, or semesters with fewer than 12 credits, are considered unearned and must be returned to the fund before any additional payments will be issued.

**VISITING STUDENTS** — Any student who wishes to spend a term or more taking courses at another college, must receive prior approval from the Fund. Documentation must be provided to the Fund establishing that the courses taken will be accepted by the home college as part of the course of study for which the student is enrolled. (See “Study Abroad.”)

**\*WITHDRAWAL FROM COURSES** — You must notify the Fund immediately upon withdrawal from any courses. Such notice is required especially if the withdrawal drops your credit load below the full-time requirements.



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