



HANDBOOK

FUND RULES AND REGULATIONS

FOR SCHOLARSHIP AWARD WINNERS

REVISED DECEMBER 2020

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.

Keep this handbook for your reference.

THE TOTAL MAXIMUM PAYMENT FOR THE
ALBERT SHANKER UNDERGRADUATE AWARD IS \$5,000

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 for any colleges 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 — Students may appeal a decision of the Fund by submitting a request in writing. This appeal, with the appropriate reasons to the Trustees, must be submitted **WITHIN 30 DAYS AFTER RECEIPT OF THE FUND’S NOTIFICATION OF REJECTION.**

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 nonreduction 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 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 15 and January 31 of each year may result in the forfeiture of the fall/spring payment, thereby permanently reducing the award by \$625. The student will be considered suspended for that term/semester.

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 (with a minimum of 9 credits per semester).

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

Eligibility is limited to winners of undergraduate awards. The student must complete a graduate application. The student must apply during the year in which the student receives his or her baccalaureate degree. Applications for these awards are sent to eligible students in the early spring of their senior college year.

HONORS — Students should inform the Fund's office of any honors or awards they receive and of any significant or extraordinary achievements. The Fund wishes to share the students' 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.

This policy may not be appealed for any interruption/lack of contact with the Fund for more than two years.

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.

MILITARY LEAVE — See "Leave Policy."

MINIMUM SCHOLASTIC REQUIREMENTS

1. First-Year Students: A minimum of 9 credits per semester and a total of 18 credits for the first year are required.

2. All Students: A student cannot be eligible for payment if he/she is registered for or has completed fewer than 12 credits per semester. (This does not apply for first-year students.)

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 noted in the table above 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 by the Fund directly to scholarship recipients by checks mailed directly to their address on record in two payments of \$625 each during the school year. 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.

Should you not have incurred \$625 of eligible out-of-pocket expenses during the awarded semester, the unused funds must be returned to the Albert Shanker Scholarship Fund. If a check is returned to us due to a student not updating her/his address, the Fund will hold the Funds for up to 6 months.

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 may 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 the student’s scholarship award, the student must 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 — THE STUDENT IS RESPONSIBLE FOR ARRANGING FOR AN OFFICIAL TRANSCRIPT TO BE SENT TO THE FUND OFFICE NO LATER THAN AUGUST 15 AND JANUARY 31 OF EACH YEAR. An official transcript is obtained from the college and bears the college seal. Student copies, faxed copies, grade reports or unofficial copies will NOT be accepted under any circumstances.

The Fund will send a postcard to remind the student at the end of each term to submit an official transcript.

If the transcript is not received by August 15/January 31, the student’s fall/spring payment may be forfeited. Forfeitures cannot be appealed.

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 (dropout, 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, car fare 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 — The student must notify the Fund immediately upon withdrawal from any courses. Such notice is required especially if the withdrawal drops the student’s credit load below the full-time requirements.



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