[INSERT SCHOLARSHIP FUND NAME]

1. This Scholarship Fund is administered by the College Heights Foundation as an endowed account. This fund is established in [insert year] (choose one of the following) by [insert donor name] to demonstrate their belief in the importance of education, in honor of [insert honoree name], or in memory of [insert honoree name].
2. The principal of the fund will remain intact with only a portion of the earnings from investments used to make scholarship awards. The number and amount of the awards will be determined based upon the development of the Fund, the rate of earnings, and other factors that affect the availability of funds in accordance with the spending policy adopted by the College Heights Foundation Board of Directors.
3. The following criteria will be used for recipient selection:
	1. Must be enrolled as a full-time student at Western Kentucky University.
	2. Must/First preference shall be [insert class level, need based, GPA, or other requirements].
	3. Must/First preference shall be graduates OR residents of [insert county, high school or other geographic requirements].
	4. Must/First preference shall be majoring in [insert area of study].
	5. Must possess the personal qualities of character, integrity, dependability, industriousness and human compassion which produce leaders and merit the honor of this award.
4. Renewable or Not Renewable? Select one sample language option below.

 Option 1: This award is automatically renewable provided that the recipient maintains a minimum cumulative GPA of \_\_\_\_ [and/or] continues to meet the established criteria. [Include number of years it can be renewable if applicable.]

Option 2: Although this award is not automatically renewable, recipients may reapply for consideration in future years.

Option 3: This is a non-renewable award.

1. Who will make the selection of the recipients? Sample language options below.

Option 1: Recipients will be selected by the scholarship committee from the respective academic major. If no scholarship committee exists for the major, recipients will then be selected by the departmental or college scholarship committee. All recipient information will then be forwarded to the University Scholarship Committee for approval. [Use this option when the award is major-specific.]

Option 2: Recipients will be selected by the Senior Guidance Counselor at \_\_\_\_\_\_\_ High School and forwarded to the University Scholarship Committee. [Use this option when the high school selects the recipients.]

Option 3: Recipients will be selected by the University Scholarship Committee. [Use this option for those that are geographically-specific, have criteria that is not major-specific, or that academic majors are simply preferred.]

1. Applicants must complete an online WKU scholarship application prior to the published deadline each year. Award notification will be sent in the form of a letter from the University Scholarship Committee, with the letter to contain appropriate recognition of the Donor.
2. Although the endowment’s designation is intended to exist in perpetuity, if at any time during the life of this Agreement it becomes impossible to satisfy the original intent as expressed in these guidelines, or if unforeseen circumstances alter or remove the subject area from the campus plan, the Foundation Board is authorized to re-designate the Fund to a consistent area of support after taking into consideration the intention of the Donor and designated purpose described in this Agreement. (Use only when stand alone guidelines without gift agreement)
3. The College Heights Foundation serves as the Guardian of Trusts and is responsible for and committed to the perpetual administration of this fund in accordance with the established guidelines, the policies of the Foundation, and the expressed intentions of the Donor.

**□** *I have provided a brief biography which may be shared with recipients of the above scholarship fund.*

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 Date [Donor Name]

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 Date [Donor Name]

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Donald Smith, President

 College Heights Foundation

*The above guidelines will be attached to the Gift Agreement between [DONOR NAME] and the College Heights Foundation dated [INSERT DATE].*