

# LANL SCHOLARS

ACHIEVEMENT » LEADERSHIP » SERVICE

## LANL Scholars Program Scholarship Retention, Deferment, Probation & Reinstatement Policy

### Retention

Los Alamos Employees' Scholarship Fund (LAESF) multi-year, renewable scholarships are awarded annually in the fall for consecutive school terms (semesters, quarters, trimesters, etc.). LANL Scholars receiving a multi-year scholarship must maintain a minimum overall cumulative grade point average of 3.00 (on a 4.00 scale) or equivalent and be enrolled in a full-time academic program in pursuit of a Bachelor's degree to retain the scholarship award. To renew their scholarship, a recipient of a multi-year, renewable scholarship is required to submit official copies of their transcripts and the [scholarship renewal form](#) to the LANL Foundation annually at the end of the **spring** semester/quarter/trimester as verification of continued good academic standing.

### Deferment

A recipient may elect to defer the scholarship award for personal reasons for up to one academic year, provided the recipient is in good academic standing at the time of the request. Examples of reasons for deferment may include:

- Personal illness or illness of close family member;
- Death of close family member;
- Family circumstance that requires the student to take time off to aid with the family financial situation;
- School-sanctioned absences (i.e. study abroad programs, etc.); or
- Cases in which the student's school-related expenses (tuition, room, board, books, fees, etc.) are fully covered, and the scholarship is not needed for that year.

A recipient requesting deferment must submit a written request to the LANL Foundation Scholarship Program Manager via the [scholarship deferral request form](#). The maximum time allowed for deferment is generally one academic year with the recipient retaining eligibility for the unused portion of the scholarship. The LANL Foundation may consider requests for deferments in excess of one year on a case-by-case basis.

### Academic Probation

A recipient who does not meet the minimum GPA requirement and full-time academic status, as defined by your college or university, will be placed on academic probation for a minimum of one term (semester/quarter/trimester). The conditions of probationary status are as follows:

- **Paid Probation:** Recipients enrolled full-time are eligible for funding for one semester/quarter/term following change from "good standing" to "probation" status. If the student earns a minimum GPA of 3.00 during this term, he/she will be moved from "probation" to "good standing" with continued eligibility for funding in subsequent terms. Student must submit a transcript to verify GPA and full-time enrollment status.
- **Unpaid Probation:** Recipients who are placed on paid probation and fail to earn a minimum 3.00 GPA while on paid probation will be placed on unpaid probation for the subsequent academic term. If the student earns a 3.00 during the unpaid probation term, he/she will be eligible for funding the following academic term upon approval for reinstatement.

# LANL SCHOLARS

ACHIEVEMENT » LEADERSHIP » SERVICE

## **Reinstatement**

Students who have a lapse in full-time enrollment or have successfully completed a term of unpaid academic probation may request reinstatement to “good academic standing” and continued eligibility for scholarship funds. Approval of the request for reinstatement is contingent upon review of the following items:

- Letter to the LANL Foundation requesting reinstatement of scholarship for the remaining annual payments of the award; and
- A copy of each relevant official transcript to verify the recipient has satisfied the minimum GPA requirement and is enrolled full-time in pursuit of a Bachelor’s degree at an accredited institution.

All reinstatement requests will be reviewed by the LANL Foundation Scholarship Program Manager, who will provide a written confirmation of the approval or denial to the student. All other requests for reinstatement of a scholarship that fall outside these guidelines, as well as other special circumstances, will be handled on a case-by-case basis.

## **Scholarship Recipient Expectations**

In addition to remaining enrolled full-time in pursuit of a Bachelor’s degree and meeting the minimum GPA requirements, all scholarship recipients are expected to adhere to the following expectations:

- Submit all documentation required to verify and maintain eligibility in a timely and proactive manner.
- Represent self in a professional manner on social media and while interacting with others on campus, in the community, and in the workplace.
- Refrain from illegal or unethical activities that do not reflect the character and values of the LANL Scholars community.

Recipients who engage in activities or display behaviors that violate the expectations outlined above may be subject to consequences including: probation, unpaid probation, expulsion from the LANL Scholar Program and forfeiture of any remaining scholarship funds. All reported incidents will be reviewed on a case-by-case basis and any consequences or required actions will be communicated in writing.

## **LANL FOUNDATION MEDIA RELEASE**

I hereby grant LANL Foundation (LANLF) permission to use my name, photograph and likeness in any educational, promotional, reference, research, or official business materials produced by LANLF, including, without limitation, in any photographs, books, videotapes, films, Internet websites, or other promotional or artistic media produced by LANLF. I also grant LANLF permission to publish the results of any evaluations or surveys that I may be requested to participate in during my relationship with LANLF. I acknowledge that I may be interviewed regarding my participation in the programs LANLF, and if I am, I grant LANLF permission to publish such interviews. I acknowledge that I will not have the power to approve the finished product of any media releases or interviews and I release LANLF from any and all claims, including, without limitation, copyright claims, libel claims, or right of publicity claims, arising out of or in connection with the uses set forth above.

# LANL SCHOLARS

ACHIEVEMENT » LEADERSHIP » SERVICE

## LANL SCHOLARS PROGRAM INFORMATION RELEASE

The LANL Scholars Program often requires information about LANL Scholars that must be released to us by the college or university the scholar attends. This information can be released to us only with the Scholar's authorization to do so.

You should be aware that colleges and universities are required to maintain the confidentiality or privacy of certain student information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, you have certain rights concerning your educational records. You have the right to consent to the disclosure of personal information that would otherwise be confidential under FERPA. Your consent must be provided in writing, and is required to identify the specific educational record(s) to be disclosed, the purpose of the disclosure(s), and the parties to whom the disclosure(s) may be made.

### **Authorization and Release**

By signing this Program Information Release,

I hereby authorize appropriate college or university personnel at any college or university I attend to provide any information from my education records to the LANL Scholars Program, its officers, directors, associates, agents, and representatives for use in the administration and management of my LANL Scholarship and the LANL Scholars Program. Such information may include but is not limited to my personal information, as well as admissions, academic, financial aid, and disciplinary records.

I hereby authorize the LANL Scholars Program to request disclosure of and receive my personal information and records for use in the administration and management of my LANL Scholarship and the LANL Scholars Program. I understand, however, that my college or university may not accept this Program Information Release, and may instead require me to execute their own consent and release as required for compliance with my college or university's institutional policies.

My signature on the attached signature page is my written consent for the disclosure of my personal education information and records by my college or university to the LANL Scholars Program, its officers, directors, associates, agents, and representatives upon their request.