

Los Alamos Employees' Scholarship Fund (LAESF)
LANL Scholars Program
Scholarship Terms and Conditions Policy

Terms and Conditions

- Scholarship funds may be applied to any expense included in the institution's Cost of Attendance, including but not limited to: tuition, fees, room and board, travel, and personal expenses.
- Funds are disbursed equally among the semesters/terms of the academic year. Requests to disburse funds in any other manner must be submitted in writing to the LANL Foundation Scholarship Program Manager and are reviewed on a case-by-case basis.
- One-time (non-renewable) scholarships are awarded during the first year of award (unless recipient is on approved leave/deferral).
- Recipients of 4-year renewable scholarships have six years from the time of award to utilize scholarship funds. After the 6-year eligibility period, any unused funds will be revoked and returned to the original funding source.
 - Requests to extend the 6-year eligibility period must be submitted in writing to the LANL Foundation Scholarship Program Manager prior to the award expiration, and are reviewed on a case-by-case basis.
- Recipients of a 1-, 2- or 3-year award have 2 additional years to utilize funds. For example, an undergraduate student awarded a 2-year scholarship has 4 years to utilize funds.
- Recipients may receive a maximum of 4 years of scholarship funding:
 - High school seniors awarded a 4-year renewable scholarship may not apply for additional funding.
 - Undergraduate students (UGS) awarded a 1-, 2- or 3-year award may apply for additional funding if additional semesters are needed to complete degree, up to a maximum of 4 years of funding.
 - Career Pathways recipients awarded a 2-year award may be awarded a maximum of 2 additional years as a UGS applicant (through the 4-year Scholarship application cycle).
- Recipients who are graduating ahead of schedule are encouraged to submit a request in writing to the LANL Foundation Scholarship Program Manager to have scholarship funds disbursed evenly among remaining semesters/terms.
- Funds may only be applied to an undergraduate degree program or approved certification program. Funds may not be applied to graduate-level programs. Any funds remaining upon completion of an undergraduate degree will be revoked and returned to the original funding source.
- Certain scholarships have additional requirements (including in-state enrollment) that must be met in order to maintain eligibility for funding.

Retention

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 an undergraduate 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 to the LANL Foundation annually at the end of the **spring** semester/quarter/trimester as verification of their continued good academic standing.

Deferment

LANL Scholars 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 LAESF scholarship is not needed for that year.

A recipient requesting deferment must submit a written request to the LANL Foundation Scholarship Program Manager for review and approval, who will in turn provide written confirmation of the approval or denial to the student. 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.

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 Scholarship Program Manager 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 while interacting with others on campus, in the community, in the workplace, and on social media.
- 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 Scholars 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 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.