

POLICIES AND GUIDELINES

OF

THE SMITH SCHOLARSHIP
FOUNDATION

Revised: April 17, 2009

	PAGE#
1. ACCEPTANCE	1
2. ORIENTATION	1
3. FULL TIME STUDENT	1
4. FINANCIAL AID	1
5. WORK STUDY	2
6. OFF CAMPUS EMPLOYMENT	2
7. ACADEMIC GUIDELINES	2
8. TUTORING	2
9. COUNSELING	2
10. GRADES	3
11. CLASSES	3
12. PAYMENTS	3
13. ROOM AND BOARD	4
14. REIMBURSEMENTS	4
15. RENEWAL FORM	5
16. COMMUNICATION	5
17. CONTACT	5
18. REFUNDS	6
19. OTHER SCHOLARSHIPS	6
20. SUMMER SCHOOL	6
21. MEDICAL SITUATION OR EMERGENCY	6
22. REQUIRED FUNCTIONS	7
23. IRS/TAXABILITY OF AWARDS	7
24. INTERNSHIP AND COOPERATIVE WORK OPPORTUNITIES	7
25. STUDY ABROAD	7
26. COMPLETING A DEGREE	8
27. CHANGING SCHOOLS	8
28. LAST DOLLAR SCHOLARSHIP	8

Dear Scholar:

You are one of a special group of young Alabamians who have been chosen to receive a legacy of learning from the Smith Foundation. You are being rewarded for the services you have given to others, but more will be expected of you to continue your benefits under the Scholarship Program.

1. Acceptance. You must apply for and be accepted by a qualified four year institution in the State of Alabama. Most public and private institutions that offer a four year degree will qualify. Check with the Foundation Administrator to confirm that your school is currently eligible. Scholar's selection must be approved by the Foundation. While the Foundation will try to accommodate the scholar's selection, alternative institutions may be suggested or required based upon the scholar's major and level of need for remedial assistance. And, once accepted, apply for a dorm room as soon as possible. We will pay the deposit for you.
2. Orientation. Register for Orientation as soon as possible. Those who register first receive the best choices on classes. You must attend Orientation to become enrolled as a full time student. Please sign up for a meal plan, courses and a dorm room if possible during orientation.
3. Full Time Student. You must attend school full time and make significant progress towards a degree. Course loads of 12 hours and above are considered full time, however, 15 to 16 is an average course load. You must meet with your academic counselor and chart your course selection to insure the classes you need to graduate in your major can be finished within four years.
4. Financial Aid. Visit your financial aid office each year. Apply for FAFSA and any grants or other scholarships that are available. (Apply no later than January 15, using an estimate of income. Do not wait until parents or you have filed a return. The application can be supplemented at a later date. The earlier you apply, the better your chance for work study opportunities.) Confirmation of application for financial aid is required to maintain your scholarship. The Smith program is a **last dollar scholarship** that pays after all other aid has been applied. The aid you receive from other sources allows us to benefit more students and helps you to have more money available, if needed. Loans are not considered financial aid and the Foundation prohibits their use without written permission of the Administrator. **If you or your parent/guardian accept a student or education loan of any kind based upon your enrollment, your scholarship will be terminated.** The goal of the Foundation is to have the scholar graduate debt free. Loans can create an extreme burden on new graduates.

5. Work Study. Apply for work study on-campus jobs as soon as possible at your financial aid office each year. Call today if you have not already signed up. Even if you do not meet the requirements for work study, there are usually other on-campus jobs available, if you apply early. These jobs allow more flexible hours than commercial jobs. They also provide spending money for incidental expenses. Scholars are required to work up to **12 hours** per week unless written permission is received from the Foundation. The Foundation's policy is to have all students maintain good grades and experience the campus activities offered by the scholar's university such as newspaper, yearbook, broadcasting, performing arts, political clubs, intermural athletics and professional organizations.
6. Off Campus Employment. Off campus jobs are discouraged as they require transportation and can lead to working conditions that are not conducive to scholar's safety or studying.
7. Academic Guidelines. The program requires a C+ (2.5) minimum, but the Foundation encourages all scholars to maintain as high as grade point as possible. Your institution offers several tutoring programs. Most are free and the Foundation will assist on those that charge a fee. During Orientation you will be advised about tutoring. Visit your tutoring center even if your high school grades are good. College can be challenging for even the honor student. Inquire whether your institution has a TRIO Program aimed at first in family and low income students. It offers mentoring and in some instances provides cash payments.
8. Tutoring. All incoming Freshmen must work with the tutoring center and participate in the tutoring program. Written confirmation of your attendance is required. Returning students who receive midterm or final grades of a C or less are required to secure the services of a tutor. This is a **mandatory** requirement designed to maintain your GPA and status within the program. If you make a C or lower contact your assigned Foundation Mentor immediately and follow-up with them on your tutoring plan. Confirmation sheets to document your participation in tutoring are attached. These documents must be filled out by your tutor and returned to the Foundation on a weekly basis.
9. Counseling. Smith Scholars are chosen in part for their achievement not only in school, but their ability to overcome obstacles that other students use as an excuse to fail to continue their education. The transition to college is stressful for all students today. For Smith Scholars it is a time for the focus of their lives to change from caring for family, working to support family or just surviving to now using their energy and talents to better their own lives and future by obtaining an education. Because of the current stress and events that have shaped each scholar, the Foundation encourages all scholars to seek counseling at their schools. In some instances counseling may be required by the Foundation to help scholars overcome emotional issues caused by stress or past events. Most schools offer free counseling

and the Foundation will in some instances help pay costs associated with counseling if no other resources are available.

10. Grades. All scholars must submit their grades to the Foundation within one week after receipt. You must supply a photocopy of your official transcript. It is not your Mentor's responsibility to obtain your grades. This includes both midterm and semester grades. Copies of the official transcript must be attached to the scholarship renewal form. The Smith scholarship is renewable annually at the discretion of the Administrator. If a scholar receives a grade point average below the required minimum (2.5) for a semester, the scholar must contact their Mentor immediately. The scholar will be placed on probation. If a scholar's cumulative GPA drops below 2.5, their scholarship is subject to termination. The scholar will be required to submit a plan for academic compliance describing the problem and the student's plan to correct these problems. If the scholar demonstrates a dedication, or if other circumstances merit, such as medical problems, the scholar may be placed on probation for the following semester and given an opportunity to bring their grade point back into compliance. Determinations as to the granting of probation are solely within the discretion of the Administrator and are non-reviewable.
11. Classes. If it becomes necessary to drop or change classes, meet with your on-campus academic advisor. You must obtain approval for the Foundation before making the change. If you drop below the full time class load you will become ineligible for your scholarship, unless the Administrator has approved the changes. If you are required to drop below full time enrollment due to illness or extenuating circumstances, notify your Foundation Mentor immediately to seek a waiver. The Foundation Administrator has sole discretion to approve or disapprove a waiver request. Please comply with deadlines for dropping or changing classes. Partial refunds may be available if the drop is made before a due date.
12. Payments. The scholarship program will provide payment of tuition, on-campus room and board, books and required class supplies for total support of up to \$15,000 per school year. Advise your school that you are a Smith Scholar and ask them to send the invoices to the Foundation address. If your school has paperless invoicing (such as the University of Alabama) you must print the invoice and submit it to the Foundation. You will need to contact Admissions and Housing to make sure they have the correct information. It is your responsibility to supply the Foundation with your invoice for tuition, dorm room and meal plan and send copies of your invoices as soon as possible. Print copies from your student account so the Foundation can receive them as soon as possible. Arrangements will be made for you to charge your books at your school bookstore or book provider. Advise your bookstore that you are a Smith Scholar. If you are not listed on their records call your Foundation Mentor immediately. Mentors will work with you on additional required books or required supplies not sold by the institution's bookstore. Only required supplies will be provided. The Foundation does not pay for miscellaneous supplies such as notebooks, paper, pens, pencils, copy or library charges. You will receive a College Care Package as a new Scholar with supplies and dorm essentials at your initial boot

camp. Purchase your books as soon as school classes begin and write your name and phone number on them. Safeguard your books at all times to prevent theft. Bookstores repurchase college books. Unfortunately, this creates theft problems.

- (i) The Foundation will not pay replacement fees, late fees or parking fees of any kind. These must be paid directly by the student.
- (ii) Check your student account each month to make sure it is accurate and contains no errors. It is your responsibility to notify the admissions office and the housing department that you are a Smith Scholar and that your payments will be made by the Foundation. However, we can only pay the bills if you send them to us in a timely manner.
- (iii) Foundation payments are made on the 15th and 30th of each month. Your request for payment will only be made on these dates. Any late fees or charges imposed will be the student's responsibility.
- (iv) To assist the Foundation in making payments and/or when problems arise, scholars must provide all of their student account access codes. **No payment will be made until this information is provided.** The Scholar must agree to disclose all academic, financial and institutional information to assist the Foundation in verifying eligibility requirements and coordinating Scholar compliance with all guidelines.

13. Room and Board. The Foundation pays for on-campus, multiple occupancy dorm rooms (or on-campus apartments with special approval). The Foundation must approve the dorm room prior to the Scholar signing a lease agreement. The room must be at a reasonable rate, as determined by the Administrator. However, only a meal plan will be provided through the institution. All scholars must select an institutional meal plan. It is important to eat healthy nutritious meals. Meal plans offer a variety of opportunities for standard cafeteria dining and some offer limited on/off campus purchases at restaurants. If you have restrictive dietary needs, or special circumstances, contact your Mentor for accommodation procedures. Such determination is the sole discretion of the Administrator based upon the individual needs of the scholar.

For safety reasons, the Foundation has a policy that all scholars live on-campus, unless permission is obtained. Scholars must also notify the Foundation before changing dorm rooms. Single occupancy rooms will not be paid without prior permission of the Foundation.

14. Reimbursements. Under IRS guidelines, the Foundation must monitor the manner in which payments are used by scholars, therefore, it is our policy to make payments directly to the institution. Only in rare circumstances will reimbursement be made to a student for costs incurred. These instances will be limited to pre-approved attendance at seminars, awards ceremonies and other Foundation or school

sanctioned events related to the purposes of the Foundation. Documentation for such expenses will be required. A reimbursement form is attached and must be submitted to request payment.

15. Renewal Form. Each scholar must submit a Renewal Form annually. The Renewal Form will require documentation of grades and community service. Each scholar must complete **20 hours** of volunteer work during the Fall and Spring Semesters. An additional **20 hours** are required during the Summer after your Freshman year. This is a total of **40 hours per school year**. Your volunteer hours must also meet cultural requirements: A. Volunteer work. In some instances assistance to family will qualify for the required volunteer work. The Foundation must approve such work in advance and verification will still be required.; B. Cultural and ethnic diversity experiences. You must attend each of the following: music performance, dance performance, theater performance, multi-cultural event and an art exhibition. C. Self Evaluation: The Renewal Form will also require the student to write an essay on their volunteer experience and college activities and perform a self-evaluation of their progress. Many of these essays will be posted on the Foundation website under the scholar's program to highlight your experiences and continuing community service. Your selected community service must be approved in advance by your Mentor. Talk with your Mentor as soon as you select your volunteer work. D. Renewal Forms will be mailed to you or obtained from the Foundation website. These forms must be received no later than April 15th of each year and supplements with Spring grades as soon as grades are posted. **Beginning your Junior year, one-half (1/2) of your volunteer hours must be related to your major or career.**
16. Communication. It is required that all scholars communicate with their Foundation Mentor on a regular basis. Please keep the Foundation updated on your address, telephone number and e-mail. Scholars must provide their school assigned email addresses to the Foundation. It is our goal to communicate with you through your assigned e-mail address. The Foundation will monitor your receipt of emails to confirm email delivery to and from the Scholar. You will need to check the e-mail on a regular basis to obtain additional information. Failure to communicate with your Mentor and the Foundation is a violation of scholarship guidelines and may result in probation or termination of your scholarship.

When your Mentor calls or writes you, please respond as soon as possible. The Foundation requires that all scholars communicate with the Foundation, its Mentors and officers on a regular basis to address issues that will arise during your college career. The Mentor's job is to make sure you have the financial, medical, administrative and emotional assistance you need to succeed. Call them if there is a problem of any kind. They are here to help you.

17. Contact. You are entering the adult world. No telephone calls or emails from parents. Unless an emergency situation exists, we expect to communicate with you directly. This will be a time of transition for you from high school to college. You will need to be responsible for your education. It is often a difficult process to

transverse the maze of the financial aid office, admissions, housing and other administrative offices. The Foundation and your Foundation Mentor are here to assist you, but you must take the initiative to start the process so we can help you.

18. **Refunds.** Because the Smith Scholarship is a last dollar scholarship the Foundation pays only those costs that exist after all other aid has been applied. Scholars are not permitted to “make money” off of the scholarship. Occasionally, the institutions will accidentally send a scholar a check or refund representing overpayment. This results when additional aid is applied after the Foundation has made its payment. If you receive such a check you must immediately notify the Foundation. You will be instructed to send any refund check to the Foundation or apply it back to your student account at the institution. Failure to properly account for such refunds is a violation of Foundation policy and can result in a termination of your scholarship.
19. Other Scholarships: Any other scholarships you may have received will need to be notified of the educational institution that you have chosen and the address for scholarship payments. If you receive any checks directly from other scholarships, please notify the Foundation. You will need to apply them to your student account. You will also need to notify your financial advisor at your school of the scholarships other than the Smith Foundation. Also, notify your financial advisor at the school if you have a PACT plan that needs to be applied to your account. Attached is a sample letter to send each scholarship to notify them of your acceptance and choice of school.
20. Summer School: The Foundation allots up to \$15,000 toward your education each school year. Those students other than incoming Freshmen who have not incurred up to \$15,000 may be able to attend Summer school if the courses are directly related to the students major. Please let your Mentor know in the Spring if you are going to sign up for Summer school. All summer school classes must be pre-approved by the Foundation.
21. Medical Situation or Emergency: Please notify your Mentor of any medical situation or emergency that would prevent you from attending classes on a regular basis. If you become ill, visit your on-campus medical services or county health department. Contact your mentor if the school does not provide assistance with medical costs and if you have no insurance or family assistance with such costs. In certain circumstances, the Foundation may be able to assist you in limited amounts to insure your education is not interrupted by minor illnesses or accidents. If you are unable to attend classes due to extended illness, contact your Mentor to determine if a medical withdrawal should be filed with your school to protect your GPA and qualify for partial refunds to the Foundation. Always notify your professor if you are absent due to a medical situation. Your Mentor can contact the professor if your are too ill to do so.

22. Required Functions: The Foundation hosts several functions each year which scholars are required to attend. The Foundation holds an annual awards ceremony and orientation seminar in May when scholarships are presented. All scholars must attend this event. Previous scholars will assist at the awards ceremony and several will be chosen to assist at the orientation seminar for the new scholars.

The Foundation hosts additional seminars aimed at providing support for new college students and professional and career oriented workshops for upperclassmen scholars.

At these programs, the upperclassmen have a chance to meet scholars and give practical suggestions on classes and volunteer opportunities. New scholars also receive valuable information about the nature of the Smith scholarship and what is expected from them to continue their scholarships.

Because of the large number of scholars attending these functions, family and friends may only attend the awards day ceremony. It is our hope and intention that the scholars will use their time at these functions as an opportunity to network with other scholars, Directors and Trustees of the Foundation.

Your attendance at each of these functions is **mandatory**. The dates will be published in advance.

23. IRS/Taxability of Awards: Under current tax law, certain portions of grants and scholarships may be taxable. All scholars should review current rules to determine if any portion of their award needs to be reported as taxable income. You may obtain free IRS publications at 800.829.3637 or on-line at www.irsforms.gov. Tax publication 520 contains worksheets to determine if any portion of your award or financial must be reported. Typically, any award that is not used for tuition, fees or required supplies is taxable. Please contact a qualified tax preparer, accountant, attorney or the IRS for additional information as the Foundation cannot provide tax advice.

24. Internship and Cooperative Work Opportunities: The Foundation encourages its scholars to participate in internship and cooperative work opportunities. If you take an internship or job under an arrangement that is approved by your university, then your scholarship will not be lost. You may complete an internship or cooperative work for up to one year and your scholarship will be suspended to be reinstated upon your full time enrollment.

Scholars must notify the Foundation of any proposed internship or cooperative and receive approval from the Administrator to have their scholarship suspended. Scholars must also notify the Foundation to have their scholarship reinstated when they return. Please contact your Mentor to submit required documentation to continue your scholarship.

25. Study Abroad: If you want to study abroad for a class credit in your major, under a program that is sponsored by the university you are attending, please contact your

Mentor. If Foundation funds are available and you have not exceeded your total funding limit for the academic year, you may be able to utilize your scholarship for such study. Approval from the Administrator is required and all costs associated with abroad study may not be covered.

26. Completing a Degree: If your progress is slowed as a result of personal decisions, lack of required classes during the semester, poor academic performance, or changing majors that impair your ability to obtain a degree in four years, you will be responsible for your expenses after four years has expired. Waivers for internships, cooperative work or medical disabilities must be obtained from the Administrator.
27. Changing Schools: The Foundation discourages scholars from changing schools once they have selected their institution of study. Changing schools may slow academic progress. If you have determined you need to transfer schools, meet with your college academic advisor and your Mentor to discuss your decision. You will need to submit a transfer request to the Administrator outlining the reasons for the change and a plan for class selection and graduation at your new school. Requests to transfer will be reviewed on a case by case basis. The Administrator shall have sole discretion to approve or deny the request once it is properly documented.
28. Last Dollar Scholarship: The Foundation is a last dollar scholarship. All other financial aid and scholarships are first applied to your student balance for books, tuition, on-campus room and meal plan. Only after all other aid is applied does the Foundation make payment on your behalf of up to \$15,000 per year. This process enables the Foundation to pay for the amount you need to attend college. The Foundation works with scholars, their mentors and schools to try and obtain as much aide from other sources as possible. This allows the Foundation to assist as many students as possible. Every time you earn outside scholarships or financial aide you help the Foundation provide for other students and offer additional services.

Any outside scholarship or financial aid monies that are mailed directly to a scholar's home or in a scholar's name must be taken directly to the university's business office and applied directly to his/her student account. If parents or scholars cash outside scholarship checks without authorization from the Foundation, the scholarship will be terminated.
29. The Foundation reserves the right to add additional requirements and documentation to insure the standards and integrity of the Foundation at the Administration's sole discretion.
30. Failure to abide by these policies and guidelines may result in probation or immediate termination of your scholarship. **Scholars are required to act within the spirit of the guidelines instead of attempting to avoid application of requirements by technical or trivial objections or arguments.** These guidelines are to protect both the Scholar and the integrity of the Foundation while conserving expenditures when appropriate for future Scholars' education costs

This will be an exciting time and we encourage you to take advantage of everything college has to offer. This will also be a stressful time as you leave your comfort zone of family and friends. Do not be afraid to ask for help from the Foundation, your Mentors or counselors at your school. Do not let the stress from the change in lifestyle affect your ability to continue to be a good student. First in Family students have more difficulty adjusting than other students. You will need to utilize the resources offered by your school and the Foundation to realize your full potential. We are here to help you succeed.

If you have questions or concerns please call your assigned Foundation Mentor or the Administrator. **Please sign the attached page acknowledging that you have received and read your copy of these guidelines.**

MENTORS

Mildred Adams
cell: (205) 223-0367
E-mail: mildred@smithscholarships.com

Sandy Gannaway
cell: (205) 222-9156
E-mail: sandy@smithscholarships.com

Kimberly Davis
cell: (205) 222-2629
E-mail: kimberly@smithscholarships.com

Urist McCauley
cell: (205) 370-6177
E-mail: urist@smithscholarships.com

ADMINISTRATOR/CHAIRMAN OF THE BOARD OF DIRECTORS

Ahrian Davis Tyler, Esq.
Phone: (205) 202-4076
Fax: (205) 202-4171
E-mail: ahrian@smithscholarships.com

EXECUTIVE BUSINESS DIRECTOR

Gwen J. McDaniel
Phone: (205) 202-4076
Cell: (205) 585-7755
E-mail: gwen@smithscholarships.com

ACKNOWLEDGMENT

I have received and reviewed the Policies and Guidelines of The Smith Scholarship Foundation (revised April 17, 2009). I agree to abide by the terms and conditions of the Foundation Guidelines.

Date: _____

Scholar Signature

These guidelines are subject to change as determined by the Foundation's officers in their sole discretion to continue to uphold the policies, goals and standards of the Foundation. Scholars are required to abide by current guidelines not withstanding publishment subsequent to original execution. Current guidelines are posted on the Foundation website and copies can be obtained from the Foundation office.