

### **INTRODUCTION**

Benton Community Foundation (BCF) is committed to honoring the intent of our scholarship fund donors. Most donors intend that a scholarship award (or awards) will be made annually from their fund. In keeping with the intent of our scholarship fund donors, BCF generally requires that all scholarship be paid to the student's account in the year of award.

### **POLICY**

BCF recognizes that there may be exigent circumstances, such as personal health issues, military deployment or a family medical emergency, when a request for deferral of a scholarship award is appropriate. A student may apply for a deferral of their scholarship award by following the procedure outlined below.

Scholarship Deferment Requests ***will not be granted if:***

- The student is eligible to reapply for the scholarship at such time as the student is ready for enrollment;
- The award is made from a fund where the agreement expressly prohibits deferment;
- The basis for the Scholarship Deferment Request will continue longer than one year;
- The basis for the Scholarship Deferment Request is for the student to take a "gap year."

### **PROCEDURE**

- A. The student must complete the Scholarship Deferment Request Form attached as Schedule A. The completed form (together with applicable documentation) must be submitted to the BCF Grants Manager ***BEFORE*** the deadline for submitting proof of enrollment listed in the Award Letter.
- B. The decision to accept or reject the deferral request will be made by BCF's Grants Committee.
- C. If a deferral is denied by BCF's Grants Committee, the student has the option to :
  1. Attend school as anticipated and receive the scholarship in the year awarded;
  2. Forfeit the scholarship; or
  3. Appeal the decision to BCF's Board of Directors.
- D. If the request for deferral is approved, the student must remain in contact with the BCF Grants Manager regarding status of their enrollment. In the event proof of enrollment has not been provided to the Grants Manager on or before the anniversary of the date the deferral was approved, the student shall forfeit his/her scholarship award and the monies shall be returned to the appropriate fund.

*Approved by the Board of Directors on April 20, 2017  
Scheduled for review in April, 2019*



## SCHOLARSHIP DEFERMENT REQUEST FORM

Last Name	First Name
Address	Cell Phone:
City/Zip Code:	Home Phone:
Email Address:	
Institution Attending:	
How long are you requesting to defer the scholarship award?	

<u>Name of Scholarship(s) to be deferred</u>	<u>Academic Period for Which Deferment is requested (Fall/Winter/Spring/All Year)</u>
1. _____	_____
2. _____	_____
3. _____	_____

Please initial the line below describing the basis for this request. ***YOU MUST ATTACH THE REQUESTED DOCUMENTATION TO THIS FORM FOR YOUR REQUEST TO BE PROCESSED!***

\_\_\_\_\_ **PERSONAL HEALTH ISSUES.**

Please attach a letter from your medical provider documenting that you are currently unable to attend school due to health issues. The letter should include an anticipated date when your medical provider will release you to pursue your education.

\_\_\_\_\_ **MILITARY DEPLOYMENT.**

Please attach a letter from your commanding officer documenting the date of your deployment and the date of your anticipated return.

\_\_\_\_\_ **FAMILY MEDICAL EMERGENCY.**

Please attach a letter from a medical provider documenting the family medical emergency. The letter should include an anticipated date when you will be able to pursue your education.

**Send completed form along with any necessary documentation to:**

Via email: [sarah@bcfgives.org](mailto:sarah@bcfgives.org)

Via mail: Benton Community Foundation, PO Box 911, Corvallis, OR 97330

Via Fax: 541-230-1621