



Nancy M. Swift Scholarship Policy

Policies and Opportunities for Student Scholarships

SCHOLARSHIPS FOR STUDENTS AT INSTITUTIONS OF HIGHER LEARNING

Applicants must be a member in good standing of the Bourne Skating Club. The applicant must submit a completed application and be enrolled at an accredited college, university or vocational school.

Application Process

Scholarship application forms are available on the Bourne Skating Club (BSC) website. To qualify for consideration, an applicant must complete and sign the application and send it along with the required essay to the address on the application by the date indicated. All required supporting documentation for an application, such as an official transcript, must also be sent by the date indicated on the application. The date sent is the postmark date, facsimile receipt date or electronic mail date stamp. All application materials submitted are the property of the BSC and will not be returned to the applicant or released to other parties internal or external to the BSC.

All applicants are given equal consideration based on the applications submitted for that academic year.

Upon receipt of the scholarship application, the Bourne Skating Club Scholarship Committee designee will send written notification acknowledging receipt of the application and will include a copy of the current Bourne Skating Club Scholarship Policy.

Award Determination Process

A committee appointed by the Bourne Skating Club Board of Directors (the Board) determines awards annually based on some or all of the following criteria in no order of priority:

- Academic achievement, awards and honors
- Leadership experiences
- Contribution to BSC, and community affairs
- Personal and career goals and objectives

The decisions of the committee are final upon approval by the Board and there is no process of appeal. The deliberations of the committee are considered personal and confidential because of the nature of the material submitted in an application. The committee is not allowed to share information about an

applicant or the committee's deliberations and decisions other than that expressly granted by the applicant in writing.

FUNDING OF AWARDS

The BSC Board of Directors establishes the amount of money available for awards annually based on monies available in the scholarship account. The Scholarship Committee Chairman, with advice from the Board's Treasurer, is responsible for submitting a motion to the Board for funding of awards. .

ANNOUNCEMENT OF AWARDS

After receipt of the applicant's official transcript or grade report, the Scholarship Committee will determine award recipients and scholarship amounts. The recipients will be notified in writing within two months. Applicants who do not receive an award are notified at the same time. A list of awards with recipient names, school and size of award is provided to all the members of the Board of Directors. Public announcement of awards is made as soon as possible after notification is sent to the recipients. The size of the awards is not revealed publicly. The BSC website and other such publications are the primary means for public announcement. Each recipient's name, school, hometown and major are typically published with a photograph of the recipient. A copy of the award announcement letter is sent to the recipient's parents.

DECLINED OR RETURNED AWARDS

Should an award be declined or returned, the Scholarship Committee may apply that award to another applicant if done before December 1 of the award year. Declined and returned awards are not available for distribution after this date and will be returned to the scholarship fund.

METHOD OF AWARD PAYMENT

In order for the BSC Scholarship Committee to authorize payment of scholarship funds, the recipient is expected to provide a progress report to the BSC scholarship committee during the second term of the academic year.

The report must include the following:

1. A copy of the grade report from the first term
2. A copy of the student's class schedule for the second term and an indication of any change in the student's enrollment
3. Mailing address to the educational institute and Comptroller's name
4. Funds are then issued by check directly to the recipient's educational institute.

It is the sole responsibility of the scholarship recipient to provide the above requested information to the BSC Scholarship Committee. Failure to do so within the first academic year will result in loss of scholarship funds.