Tribute: The Harland Jones Scholarship Fund was a gift from Mr. Jones, an Oxford resident, to the high school students in the counties served by the Community Foundation of Northeast Alabama (Foundation). Knowing the invaluable worth of a college education, Mr. Jones established this permanently endowment fund to provide young men and women a financial resource in furthering their talents, becoming self-sufficient, and contributing to the betterment of their communities.

Award: The Harland Jones Scholarship is a renewable award intended to provide supplemental funding to full-time students to any accredited two- or four-year college or university within the United States of America. The award is renewable annually for four years providing the recipient continues to maintain the standards of these Guidelines. The award is not restricted to any specific area of study or academic degree.

The Community Foundation will project and allocate the assets available for scholarship awards depending on the Fund’s annual income. This scholarship is strictly funded based on available assets. The award is renewable and may include institutional room and board, books and fees. Even though a scholarship is listed as “renewable” this does not guarantee a future award. Moreover, the award amount can change each year or semester based on available assets; therefore, recipients are encouraged to apply for other available financial resources.

Due to the renewable nature of the fund, it may not be available on an annual basis. Please contact the Foundation to inquire about award dates.

Eligibility: Graduating seniors from any public or private high school, including home school, within the Community Foundation of Northeast Alabama service region (currently Calhoun, Cherokee, Clay, Cleburne, DeKalb, Etowah, St. Clair, Randolph, and Talladega counties), are eligible to apply for the scholarship without regard to race, religion, gender, national origin or disability. Priority will be given to seniors with strong moral character, discernable academic ability, recognized school and community service, and documented financial need.

Members of the Harland Jones family, and all donors and relatives of those donors, who contribute more than two percent of the Fund’s assets, are ineligible to receive a scholarship from the Fund. In addition, the Foundation’s Board of Trustees, former trustees, staff and Scholarship Advisory Committee members, including their spouses, children, adopted children,
grandchildren and great grandchildren, are prohibited from applying or receiving any scholarship, grant or financial award from the Foundation. Based on IRS regulations, this disqualifying exclusion exists for three (3) years after concluding volunteer service or employment.

**Application:** Application and Guidelines are available online at www.yourcommunityfirst.org. The Community Foundation will maintain and revise as necessary the guidelines and application documents. Applications must be electronically submitted to the Community Foundation by March 1 of each year.

**Scholarship Review Committee:** In compliance with federal law, scholarship recipients shall be selected by the Community Foundation’s Scholarship Review Committee, solely appointed by the Foundation’s Board of Trustees. The committee will submit their recommendations to the Foundation’s Board of Trustees for their final approval.

**Review Process:** Students are required to submit the application packet on-line at www.yourcommunityfirst.org by March 1. Foundation staff will screen the application for clarity and completeness. The applications deemed by Foundation staff to be clear and complete will be presented to the Scholarship Advisory Committee for review and scoring. The Committee will have four weeks to review and score the applications. The scores and recommendations will be compiled by the Foundation’s staff and submitted to the Foundation’s Board of Trustees for their final approval.

**Award Distributions:** The Foundation will make scholarship payment at the beginning of each academic semester. Distributions will not be made until the Foundation receives all required documentation, including but not limited to: (1) certified proof of enrollment from the institution, (2) confirmation that the recipient is enrolled in a program; and, (3) school transcripts. Checks are made directly to the financial administration office at the college or institution. No distribution will be made to any individual for any reason.

Continuing scholarship payments are made based on regular (quarterly or semester) reviews. The scholarship recipient must provide the Foundation with an official college or university transcript at the end of each academic term (quarter or semester). Failure to maintain the standards listed in the scholarship guidelines will result in the termination of the Scholarship.

Failure to maintain a 2.5 or “C” average or better on a 4.0 scale will result in the termination of the Scholarship.

Students must notify the Foundation of any additional educational or financial aid grants or awards immediately. In addition, the Foundation is to be notified if there is any change in the student’s financial support.

An award may not be renewed beyond the customary time period required for the completion of a degree: two years for an associate degree and four years for a bachelor’s degree. An Award to a part-time scholarship recipient may not be renewed beyond six years of progressive study.
Acknowledgments: Communications of gratitude for this award from scholarship recipients can be sent to Community Foundation of Northeast Alabama Board of Trustees.

Responsibility of Recipient: Each scholarship recipient is responsible for fulfilling requirements for admission to the college or university of choice. The scholarship recipient must enter a post-secondary institution of higher learning no later than the fall term following the selection and award; otherwise, they forfeit the award. No award shall be carried over beyond twelve months from the date of acceptance. Recipients not completing the full academic year must request the institution to reimburse the Community Foundation of Northeast Alabama for any funds eligible for refund because of separation from the academic program.

Conditions: The Harland Jones Scholarship Guidelines are not a contract. No obligation or liability of any kind will be imposed upon a scholarship recipient; nor will the Community Foundation of Northeast Alabama, except as expressly stated in this document, assume any obligation or liability. These guidelines are subject to change; therefore, applicants should inquire if revised guidelines have been issued. Changes may impact the due date of the application documents. The Foundation respects the privacy and confidentiality of all personal information.

The Community Foundation will not; (1) accept applications that are presented after the due date; (2) contact students to locate missing documents such as letters of recommendation, (3) contact students to return the Letter of Acceptance form; or, (4) contact students to provide proof of enrollment in order to receive payment.

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