

# THE PETER AND CARMEN LUCIA BUCK FOUNDATION, INC.



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## PCLB Scholarship Fund PCLB Scholar Handbook

### Program Description

The Peter and Carmen Lucia Buck Foundation, Inc. (“PCLB”) will award scholarships to students who are unique among their peers in that they have demonstrated particular persistence, self-discipline, curiosity, conscientiousness, and motivation to get to where they are today. They have worked hard to achieve academic and social success, even when progress did not come readily or easily for them. PCLB scholarships are intended to fill the gap in unmet financial aid and will afford PCLB Scholars an opportunity that they might not otherwise have had to continue their personal growth in college.

### Use of Scholarship Funds

#### 1. How much scholarship funding will PCLB Scholars receive?

This scholarship is intended to fill the gap between college costs and other financial aid. Therefore, the amount that PCLB Scholars receive will depend on their individual cost of attendance minus federal, state, institutional aid and other grants/scholarships. On average, a student attending a public university in NY will have an unmet need of \$17,000 per year, and a student attending a private university in NY will have an unmet need of \$27,000 per year. Please be aware that students already receiving full funding for their four-year degree will not be eligible for this scholarship, as they will have no unmet financial need.

#### 2. Is there a restriction on what kinds of institutions PCLB Scholars can attend?

Any accredited, degree awarding, college or university in the United States and U.S. territories that is described as an educational institution under Section 170(b)(1)(A)(ii) of the Internal Revenue Code is considered an eligible institution. On a case by case basis, PCLB will consider international institutions.

#### 3. How many years of funding can a PCLB Scholar receive?

Each PCLB Scholar can receive up to four years of funding so long as the scholar meets the expectations set forth by PCLB (please see *Expectations* section below).

On a case by case basis, PCLB will consider extending funding beyond four years should the PCLB Scholar require more time to complete a degree. Some acceptable circumstances where a PCLB Scholar may require more time to complete college include: dual degree programs, part-time course load, credits lost while transferring colleges, etc.

#### 4. What expenses will the scholarship cover?

PCLB’s scholarship may be used to cover part or all of the following expenses:

- Tuition and mandatory fees
- Room and board (meals)
- Books and supplies

Please note that any funds granted to pay for room and board, non-mandatory school fees, or other miscellaneous expenses related to the PCLB Scholar’s educational activities will likely constitute income

to the PCLB Scholar and may require reporting to the IRS by the PCLB Scholar. If PCLB Scholars have any questions regarding the tax consequences of their scholarship, they should consult a tax professional.

**5. Can scholarship funds be used for a semester to study abroad?**

So long as the study abroad program provides coursework that will count towards graduating credits for the undergraduate program and is administered through the PCLB Scholar’s college, PCLB Scholars may use scholarship funds to study abroad.

**6. If a PCLB Scholar decides to transfer schools, will he or she be able to transfer scholarship funds to the new institution?**

Scholarship funds do not automatically transfer to the new institution. Any PCLB Scholar wishing to transfer to a new school must inform PCLB, in writing, of the reasons for transfer. PCLB will evaluate each situation on a case by case basis and will determine, in its sole and absolute discretion, whether to maintain the scholarship for the PCLB Scholar at the new institution.

**7. When and how will funds be distributed?**

PCLB will pay the college directly for any amounts related to tuition and enrollment fees. For PCLB Scholars attending colleges that do comprehensive billing, room and board will also be paid directly to the college. Any costs for books and supplies – along with room and board, meals and any other miscellaneous education-related approved expenses– if not billed for by the college, will be paid to the PCLB Scholar’s college account or the PCLB Scholar directly. For any expenses paid by the PCLB Scholar, either through the PCLB Scholar’s college account or directly, the PCLB Scholar must retain receipts for his or her records and for periodic reporting to PCLB.

Payments to the college will generally be made in July and December, contingent on the submission of any required reports and a verified transcript. If your college requires payment earlier than these dates, please let us know.

	<i>Distributed In</i>	<i>Distributed To</i>
<b><i>Fall Semester</i></b>		
Tuition & Mandatory Fees	July	College
Room & Board (meals)	July	College
Required Books and Supplies	August	Student
Other miscellaneous approved expenses related to the PCLB Scholar’s education	TBD	Student/College
<b><i>Spring Semester</i></b>		
Tuition & Mandatory Fees	December	College
Room & Board (meals)	December	College
Required Books and Supplies	December	Student
Other miscellaneous approved expenses related to the PCLB Scholar’s education	TBD	Student/College

## Expectations

### 1. What is expected of me as a PCLB Scholar?

PCLB Scholars are expected to:

- Maintain good academic standing, as defined by their college, or a minimum GPA of 2.0, whichever is greater. PCLB Scholars will provide official copies of their academic transcript at the end of each semester, and as part of the periodic reports described below.
- Demonstrate ongoing credit accumulation toward 4-year college completion. PCLB Scholars must maintain at least 12 credits/semester, unless otherwise granted permission by PCLB. But in order to graduate in a 4-year timeframe, Scholars should have an average course load of 15+ credits/semester or 30+ credits/year.
- Adhere to the school's code of conduct and academic policies, as well as to local, state and Federal law.
- Complete regular interim and renewal reports while participating in the PCLB Scholarship Fund.
- Participate in scheduled events and check-ins with PCLB.
- Apply to FAFSA and any applicable state aid, if applicable, each year.
- Use the scholarship funds solely for the intended purposes.

### 2. What if my GPA falls below the minimum required GPA?

PCLB recognizes that the transition to college may not always be easy and that unforeseen circumstances arise that might cause a PCLB Scholar's GPA to fall below the required minimum. In such cases, PCLB will work with the Scholar to develop a plan to bring up his or her GPA over the next semester. If a Scholar is unable to raise his or her cumulative GPA to meet the required minimum, PCLB may decide to cease funding.

### 3. What if I cannot make it to a scheduled event, or check-in?

All PCLB Scholars are expected to attend the Welcome Reception and End-of-Year Celebration, which are the main events of the year. The dates of these events will be provided well in advance so that PCLB Scholars may plan accordingly. The only acceptable reason for a PCLB Scholar to not be in attendance is emergency circumstances.

Check-ins will happen approximately once a month with a designated PCLB representative and will be scheduled to best fit the Scholar's academic schedule. Therefore, we do not anticipate that PCLB Scholars will miss any check-ins.

### 4. What will I need for the mid-school year report?

Once a year, after completion of the Fall semester, PCLB Scholars will submit an interim report to PCLB on a form supplied by PCLB. The report will consist of:

- Short response questions, such as:
  - *Share a photo that you took this semester. It can be of people on your campus, a place on college campus, off college campus etc. Tell us a story related to what's in the photo.*
  - *What has been your biggest surprise this semester? Are there any lessons you have learned and will take away with you?*
- An official copy of the PCLB Scholar's semester-end transcript.
- Documentation (such as receipts) showing how any funds paid directly to the PCLB Scholar were spent.

### 5. Do I have to reapply for my scholarship every year?

PCLB Scholars will not need to go through the entire application process again. However, to continue receiving scholarship funds, PCLB Scholars will need to submit a renewal report after completing a full academic year, on a form supplied by PCLB. If a PCLB Scholar continues to meet the expectations of the scholarship and submits a renewal report in a timely manner, the PCLB Scholar will receive scholarship funds in subsequent years. The renewal report consists of:

- Short response questions, such as:
  - *What is the one thing that you consider to be your greatest success this past academic year?*
  - *What has been your biggest surprise this past academic year and why? Are there any lessons you have learned and will take away with you?*
- An official copy of the PCLB Scholar's academic year-end transcript.
- Documentation (such as receipts) showing how any funds paid directly to the PCLB Scholar were spent.
- A copy of the PCLB Scholar's most recent FAFSA Student Aid Report and any other state, institutional or other relevant financial aid information necessary to determine the PCLB Scholar's scholarship award for the next academic year.

### 6. Are there any additional reporting obligations?

Yes. Within one month of completing college (or earlier end of participating in the PCLB Scholarship Fund), the PCLB Scholar will submit a final report on a form supplied by the PCLB. The report will consist of:

- Short response questions.
- An official copy of the PCLB Scholar's transcript to date.
- Documentation (such as receipts) showing how any funds paid directly to the PCLB Scholar were spent.

### 7. Below are key event dates and deadlines for the academic year:

Event	Date
<b>2020</b>	
Orientation and workshops for new Scholars	June/July
Welcome reception for scholarship recipients, families, and PCLB staff	Early August
Check-in	October
Check-in	November
Check-in	December
<b>2021</b>	
First Semester-end celebration for new and returning Scholars	Early January
Mid-school year report due date	January 15
Check-in	February
Check-in	March
Check-in	April
Check-in	Early May
Renewal report due date	June 15

## **PCLB Scholarship Fund Program Policies and Disclosures**

The PCLB Scholarship Committee shall be the sole decision-maker regarding the grant of any scholarship or renewal of any scholarship, and its decision shall be final. PCLB developed its scholarship program in compliance with applicable Federal and state laws and in a manner to ensure applicant information is secured and managed appropriately.

PCLB reserves the right to discontinue or amend the terms of any scholarship or the PCLB Scholarship Fund at any time and without prior notice in order to comply with applicable law. PCLB is under no obligation to grant or renew any scholarship, and all scholarships are subject to funding availability.

### **Non-Discrimination**

In accordance with applicable Federal and state anti-discrimination laws, the PCLB Scholarship Fund does not discriminate or request information to make award decisions based on gender, religion, race, creed, age, sexual orientation, national origin, disability or any other protected class.

### **Potential Displacement of Funds**

PCLB Scholarship Fund scholarships may reduce government financial aid by lessening a PCLB Scholar's overall financial need. In regard to college institutional aid, PCLB will use its best efforts to advocate on behalf of its PCLB Scholars to help prevent the reduction of institutional aid.

### **Applicant Data Security and Retention**

All personal data collected during the administration of this scholarship program will be securely processed and stored pursuant to PCLB's Privacy Policy published on its website and its internal Personal Data Protection Policy. PCLB does not sell or license applicant data. PCLB's Privacy Policy does not apply to data that submitted through PCLB's grants management website, maintained by BlackBaud. Any interaction with this site or any other websites maintained by other companies or organizations to which PCLB may link, are governed by the third parties' applicable privacy notices, statements or policies, which PCLB encourages applicants and PCLB Scholars to read. For convenience, BlackBaud's Privacy Policy is linked [here](#).

PCLB uses its best efforts to comply with all applicable data protection laws and regulations when processing personal data. If you have any questions or need further information about our privacy policies, please email us at [info@pclbfoundation.org](mailto:info@pclbfoundation.org).

To track scholarship tuition payments, PCLB will permanently retain the names, details and reports of its PCLB Scholars. Pursuant to IRS regulations, PCLB will maintain all PCLB Scholar reports and other follow-up data obtained in administering the PCLB Scholarship Fund, including information related to investigating jeopardized scholarships.