



PCLB Scholarship Fund – Scholar Handbook

For Awards Made in 2022

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Program Description

The Peter and Carmen Lucia Buck Foundation, Inc. ("PCLB") provides college scholarships to students who are unique among their peers in that they exhibit *Self-Reliance, Fairness, Honesty, Humility, Trust, Excellence, Patience, and Adaptability*. 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 reduce the financial burden of college and afford PCLB Scholars an opportunity that they might not otherwise have had to continue their personal growth in college.

Use of Scholarship Funds

1. What is the scholarship amount and for how many years can a PCLB Scholar receive funding?

This scholarship award is \$17,000 and is renewable annually at up to the same amount for four years of full-time college enrollment, so long as the PCLB Scholar meets the expectations of the scholarship program.

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.

2. What expenses will the scholarship cover?

Scholarship funds are to be applied to the following costs of college: tuition and mandatory fees; room and board; and required books and supplies. Please note that any funds used to pay for room and board, non-mandatory books, supplies, and school fees, or other 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 Scholar. If PCLB Scholars have any questions regarding the tax consequences of their scholarship, they should consult a tax professional.

3. How does over-award and aid displacement factor into PCLB's award?

It is our aim to provide scholarship aid that minimizes students' financial burden for attending college. However, we recognize that challenges to this aim are the federal and state policies regarding over-awards to students who are receiving need-based aid and colleges' policies regarding treatment of outside scholarships. We encourage students to connect with financial aid offices to understand how outside scholarships might impact a student's financial package.

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

Applicants must intend to enroll full-time in an accredited four-year college beginning in the fall following high school completion. 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.

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

Yes, so long as the study abroad program provides coursework that will count towards graduating credits for the undergraduate program and is administered through the Scholar's college.

6. If a PCLB Scholar decides to transfer schools, will they 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 Scholar at the new institution.

7. If a PCLB Scholar voluntarily withdraws or takes a voluntary leave of absence from school, for non-academic reasons, will they be able to continue in the scholarship program in the future?

In instances where a Scholar is granted permission by their college to voluntarily withdraw or take a leave of absence from school for non-academic reasons, such as to take care of a personal/family medical issue or to take a gap year to pursue other interests, the Scholar should notify PCLB of that decision as soon as possible. PCLB will then pause the Scholar's participation in the program for up to two years. When a Scholar decides to return to college to continue their academic pursuits, the Scholar should notify PCLB as soon as readmission or acceptance has been approved. To resume the scholarship, the Scholar needs to provide PCLB with the following:

- Evidence of returning to full-time academic study such as a readmissions letter, class registration for the coming semester, or similar documents.
- Financial aid documentation, including a Student Aid Report and financial aid award letter from the college.

8. When and how will scholarship funds be distributed?

PCLB will make scholarship payments to the college directly once a year in August, with instructions to distribute the payment evenly across the two semesters. Scholarship funds are to be applied to the following costs of college: tuition and mandatory fees; room and board; and required books and supplies.

Expectations

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

Academics

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.

Conduct

PCLB Scholars are expected to:

- 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 regularly 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 the academic expectations or conduct expectations of the scholarship program are not met?

Academics

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 (good academic standing as defined by your college or cumulative 2.0, whichever is greater). In such cases, the Scholar can continue to keep their scholarship as they work to bring up their GPA over the next semester. The Scholar will be expected to present PCLB with a detailed academic plan that lays out specific steps that will be taken to ensure academic success (establishing adequate study time, maintaining sustained focus, using campus resources, etc.) over the semester. We encourage Scholars to work with their college academic advisor(s) to develop this plan.

If a Scholar is able to bring their GPA up to the minimum required level by the end of the semester, then they will be able to continue in the scholarship program. In cases where a Scholar has shown significant improvement during the semester, but their cumulative GPA is still below the minimum, PCLB may grant the Scholar another semester to meet the requirement. However, if a Scholar's GPA does not show significant improvement, their scholarship will be discontinued. In these instances, a Scholar will have the opportunity to apply for reinstatement of their scholarship. Refer to the Reinstatement Policy below for details on the process.

Conduct

PCLB recognizes that college is a time when many Scholars are learning to be independent and are navigating many new activities and environments. During this transition, we expect Scholars to conduct themselves properly when interacting and engaging with their college community, local community, and PCLB. For a Scholar not meeting conduct expectations, they will receive a warning from PCLB about their conduct by the end of a semester. After receiving a warning, the Scholar is expected to improve their conduct throughout the coming semester. If no significant improvement is shown, PCLB may decide to discontinue the Scholar's scholarship. In these instances, a Scholar will have the opportunity to apply for reinstatement of their scholarship. Refer to the Reinstatement Policy below for details on the process.

3. 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.

4. Do I have to reapply for my scholarship each year?

PCLB Scholars will not need to go through the entire application process each year. However, to continue receiving scholarship funds, Scholars will need to submit a renewal report after completing a full academic year, on a form supplied by PCLB. If a Scholar continues to meet the expectations of the scholarship and submits a renewal report in a timely manner, the 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 Scholar’s academic year-end transcript.
- A copy of the Scholar’s most recent FAFSA Student Aid Report and any other state, institutional or other relevant financial aid information.
- A copy of the Scholar’s financial aid package.
- A copy of the Scholar’s student account statement.

5. 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 PCLB. The report will consist of:

- Short response questions.
- An official copy of the Scholar’s transcript to date.

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

Event	Date
Welcome orientation for new Scholars (virtual or in-person)	June/July
Scholarship payment to the college	August
Check-in with PCLB staff	December
Winter celebration for new and returning Scholars (virtual or in-person)	Early January
Mid-school year report due date	January 15
Check-in with PCLB staff	May
Renewal report due date	June 15

Reinstatement Policy

What are reasons for which a student’s scholarship can be discontinued?

PCLB has the right to discontinue a scholarship if a Scholar does not meet the requirements detailed in their Scholarship Award Agreement and the associated Scholar Handbook. Reasons to discontinue a scholarship may include, but are not limited to:

- Scholar not meeting the academic expectations of the program, or
- Scholar not complying with conduct expectations of the program, or
- Scholar voluntarily withdrawing from school because of poor academic performance/conduct

Can a scholarship be reinstated if it gets discontinued?

The Foundation recognizes that there may be circumstances that make it challenging for Scholars to meet the requirements of the scholarship program. Therefore, we offer students an opportunity to have their scholarship reinstated. A scholarship can only be reinstated once; if a scholarship is discontinued for a second time, the decision is final.

Timeframe to Petition Reinstatement

From the time that PCLB ends a scholarship, the Scholar has **up to two years** to petition for reinstatement. Students must wait at least one semester before seeking reinstatement.

For example, if the Scholar is notified in July 2022 that a scholarship has ended, then that Scholar cannot file a petition until after the fall semester ends. The Scholar would have until July 15, 2024, at the latest, to file a petition for reinstatement.

What is required to petition reinstatement?

The Scholar must submit a letter (1-2 pages single spaced, attachments not included) to grants@pclbfoundation.org before the designated deadline and address it to The Peter and Carmen Lucia Buck Foundation. The letter must:

- Explain the circumstances around why the Scholar did not meet the scholarship requirement(s). For example, explain why their cumulative GPA is below the required minimum, or why they could not maintain a full-time course load.
- Include any documentation further explaining these circumstances, such as a signed doctor's letter indicating a medical condition, or a death certificate for a death in the family, etc.
- Explain why those circumstances either no longer exist or why they will no longer negatively impact academic success or college pursuit going forward.
- Submit a written statement(s) from academic advisors, counselors, professors, or anyone who can support the Scholar's case for having their scholarship reinstated. The statement(s) should speak to changes in attitude or behaviors, attendance records, completion of assignments, or awareness of the Scholar's extreme circumstances.
- For scholarships that were ended on academic performance, the Scholar needs to provide evidence that their GPA and/or course load has reached the minimum required levels (cumulative 2.0 GPA, 12 credits/semester). Also provide a detailed academic plan that lays out the steps that will be taken to ensure future academic success (establishing adequate study time, maintaining sustained focus, using campus resources, etc.).
- If the Scholar is not enrolled in college currently or is transferring to a different college, the Scholar needs to provide documentation that they will be enrolled at a college in the coming semester. This could be a letter from the college indicating approval for returning to campus or an acceptance letter from the transfer college.

Is there a deadline for submitting the petition?

Petitions for reinstatement of scholarship will be considered on two occasions during the year. For a scholarship to be restored in the fall semester, submit a petition **by July 15**. For a spring semester reinstatement, submit a petition **by December 15**. Late or incomplete appeals will not be considered.

How long will the review process take?

Expect a to hear back from the Foundation within a month of submission with a decision on whether or not the scholarship will be reinstated. During the process, the Foundation may also contact the student to speak with them directly about the situation. If the Foundation reinstates the scholarship, additional paperwork will be required to determine the annual award amount.

Throughout this process, we encourage students to work with their college’s financial aid office and/or parents and guardians to discuss how to continue paying for school costs in case the Foundation is unable to reinstate its support.

To apply for reinstatement, or to ask a question about the process, please contact us at grants@pclbfoundation.org.

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.

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.