



PCLB Scholarship Fund – Scholar Handbook

For Awards Made in 2020 and 2021

Contents

Program Description	1
Use of Scholarship Funds	1
Expectations.....	3
Reinstatement Policy	5
PCLB Scholarship Fund Program Policies and Disclosures.....	7

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 Scholar require more time to complete a degree. Some acceptable circumstances where a 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 Scholar's educational activities will likely constitute income to the Scholar and may require reporting to the IRS. 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 to cover off-campus living expenses?

PCLB encourages Scholars, especially those in their freshman or sophomore year, to participate in on-campus living whenever the option is readily available. If a Scholar plans to pursue off-campus living, they should inform and discuss the matter with PCLB. Any awards approved for off-campus living are

capped at the amount that colleges designate as the allowable amount for off-campus expenses for an academic year. Off-campus expenses that occur outside the academic calendar year will not be covered by PCLB.

6. 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.

7. 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.

8. 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 when 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 so that PCLB can determine the scholarship award amount.

9. When and how will scholarship 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 Scholar directly. For any expenses paid by the PCLB Scholar, either through the Scholar’s college account or directly, the Scholar must retain receipts for their 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>
Fall Semester		
Tuition & Mandatory Fees	July	College
Room & Board (on-campus)	July	College

Room & Board (off-campus)	August	Student
Required Books and Supplies	August	Student
Other miscellaneous approved expenses related to the PCLB Scholar's education	TBD	Student/College
<i>Spring Semester</i>		
Tuition & Mandatory Fees	December	College
Room & Board (on-campus))	December	College
Room & Board (off-campus)	December	Student
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?

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 in the Scholar Handbook 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 in the Scholar Handbook for details on the process.

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 regularly with a designated PCLB representative and will be scheduled to best fit the Scholar's academic schedule. Therefore, we do not anticipate that 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 each year?

No, PCLB Scholars will not need to go through the entire application process again 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.
- Documentation (such as receipts) showing how any funds paid directly to the PCLB Scholar were spent.
- A copy of the Scholar’s most recent FAFSA Student Aid Report and any other state, institutional or other relevant financial aid information necessary to determine the Scholar’s scholarship award for the next academic year.
- A copy of the Scholar’s student account statement.

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 PCLB. The report will consist of:

- Short response questions.
- An official copy of the 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
2021	
Orientation and workshops for new Scholars	June/July
Welcome reception for scholarship recipients, families, and PCLB staff	Early August
Regularly scheduled check-ins with PCLB staff	October - December
2022	
First Semester-end celebration for new and returning Scholars	Early January
Mid-school year report due date	January 15
Regularly scheduled check-ins with PCLB staff	February - 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 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.