



SCHOLARSHIP POLICY

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1 PURPOSE

The purpose of Hmong American Alliance Church's ('HAAC' hereafter) scholarship is to promote and support HAAC's youths and young adults up to the age of 25 who are pursuing an undergraduate degree. This policy is intended to provide guidelines for the establishment, acceptance, and disbursement of funds.

2 COMMITTEE

The HAAC's Ministry Scholarship or HMS will be known as the HAAC's Scholarship. The Scholarship Committee ('Committee' hereafter) shall consist of five members:

- The Senior Pastor
- The Chair
- The Treasurer
- The Secretary
- Member at large

The Committee shall serve a 3-year term. The Board of Elders of HAAC ("Board" hereafter) shall appoint the Chair of the Committee. The Chair shall nominate three non-Board individuals (to be approved by the Board) to form the Committee. Among the Committee, a secretary and a treasurer will be nominated to serve for the duration of the term. The Senior Pastor shall serve in the Committee without term limit. In the event the Senior Pastor is on an extended leave or becomes unavailable, the Head of Elders shall serve in the Committee until the Senior Pastor is available.

2.1 CHARGE OF THE COMMITTEE

The Committee is to oversee the management and distribution of the scholarship funds. If fundraising is necessary, it will be a year-to-year project with the approval from the Board.

The Committee shall maintain the rights to raise funds and ask the congregation and/or business owners for donation towards the fund as necessary with the Board's approval.

2.2 RESPONSIBILITIES AND PROCEDURES

1. Keep record of scholarship funds.
2. Announce to the congregation and post the scholarship opportunity on the church bulletin.
3. Maintain an updated list of scholarship applicants/recipients.
4. Schedule meeting(s) to review and approve the applications.
5. Prepare award/denial letters to be sent to all applicants.
6. Submit a list of applicants with the Committee's recommendation to the Board for approval.
7. Submit the Scholarship Award Payment Request Form along with the HAAC Check Request Form for each approved applicant to the HAAC treasurer.
8. Mail the scholarship check with the award letter to the appropriate school for each recipient.
9. Forward all history records to the next Committee at the end of the term (all records shall be kept electronically in Teams).

3. REGULATIONS

Scholarships will be restricted to HAAC members only. A membership applicant IS NOT a member until he/she has satisfied all the membership requirements and is officially recognized as a member.

3.1 ELIGIBILITY CRITERIA

1. HAAC's youth or young adult up to the age of 25.
2. For high school or GED graduate, he/she must have been accepted to a college/university in the upcoming Fall.
3. For returned applicant, he/she must be enrolled for the upcoming Fall.
4. The applicant must be a full-time undergraduate student with good academic standing, and he/she is not placed on academic probation for any reason in the upcoming Fall.

3.2 SCHOLARSHIP DISBURSEMENT

1. Scholarships are awarded annually.
2. Disbursements will be made in September of each academic school year.
3. The funds to be disbursed must be requested by the Committee's treasurer in writing to HAAC's treasurer using the Scholarship Award Payment Request Form (form S-1030) and the HAAC Check Request Form (form F-1030).
4. Funds must be sent directly to the school's financial aid office, NOT to the recipient.
5. All applicants must re-apply each academic year.

3.3 WITHDRAWAL

Recipient who drops out of school before tuition refundable deadline must notify the Committee and must request the school financial aid to return the scholarship to HAAC.

4. FORMS

Each applicant must submit the signed application along with ALL the required documents to the Committee by the deadline. NO EXCEPTION.

NOTE: *The Committee reserves the right to take the following actions without informing or acquiring the Board's review/approval:*

Edit the policy and/or any other part of the process as long as the change is regarding wording, grammar, and/or formatting only