

SCARLETT FAMILY FOUNDATION

2016-17 5th Year Exception Policy

For all current Scarlett Scholarship recipients

Terms of the award – as stated on the SFF website and ISTS on line application:

Scholarships are renewable awards for up to four years or until the recipient completes their undergraduate degree, whichever comes first. The renewal of the scholarship will depend on continued positive academic performance and financial need.

Exception policy:

The SFF will consider granting an additional semester in extreme circumstances. The request must be emailed to the Foundation 90 days prior to the start of the next semester.

The student must submit the following to the Foundation board of directors:

1. A letter from the student addressed to the Scarlett Family Foundation stating why they need additional time to complete their undergraduate studies. The letter must include an anticipated date of completion of degree.
2. The letter must include the most recent, complete student transcript.
3. The letter will should be emailed to Tom Parrish, Executive Director (tomparrish@scarlettfoundation.org).

The Foundation board will process the request within a reasonable time frame. Regarding the 5th year exception policy, and consistent with the language on the website regarding scholarship awards, *'...the decisions of the committee are final and are not subject to appeal.'*