



El Paso Commission for Women Scholarship Guidelines Policy #1001

When scholarship funds are requested, distribution of such funds will be made according to the following procedure:

- (1) Recipients must be enrolled in a four-year accredited college or university to draw upon funds. Please notify EPCW Scholarship Chair of enrollment each semester and send a copy of your grade report for filing purposes.
- (2) Usage of scholarship funds must begin within the Fall semester after high school graduation. Failure to begin usage within Fall semester will cause scholarship recipient to relinquish all funds.
- (3) Scholarship funds may only be used to further the recipient's education and may only be used for tuition.
- (4) To request scholarship funds, contact EPCW Scholarship Chair, by mail, electronic mail, or phone upon completion of registration. Checks will be processed in a timely manner.
- (5) Required documents: Tuition Statement, Class Schedule and Disbursement Request Form for the semester that student is requesting funds.
- (6) Copies of tuition statement must be submitted within three weeks of receipt of funds. Failure to submit tuition statement will require the student to reimburse EPCW for the entire amount within 60 days.



El Paso Commission for Women Procedures for Reimbursement Policy #1002

- 1) Scholarship Reimbursements:
 - a. When a scholarship recipient is requesting funds from her scholarship, she should submit a Scholarship Disbursement Request Form to EPCW Scholarship Chair for processing.
 - b. Proof of enrollment in a four-year accredited institution (class schedule or registration documentation) is required.
 - c. Scholarship checks should be made payable to the institution directly. The recipient should submit any back up documentation or receipts and must be attached to the Disbursement Request Form.
 - d. Scholarship Chair should review the recipient's file and ensure that the file includes Scholarship Application, Disbursement Request Form, and any back up documentation where applicable, and the student's current balance before the check is drafted. Reimbursements will generally be issued no later than September for Fall and no later than February for Spring.



El Paso Commission for Women Scholarship Selection Guidelines Policy #1003

The following guidelines shall be implemented in the selection of scholarships by El Paso Commission for Women (EPCW) Scholarship Committee:

1. Only appropriately completed scholarship applications received by the pre-determined scholarship deadline shall be considered. All scholarship packets shall become the property of EPCW. The Scholarship Chair shall verify eligibility of applicant.
2. A quorum of scholarship committee members must be present in order to select scholarship recipients. Only duly appointed members shall have voting privileges.
3. Absentee, proxy, or electronic voting will not be accepted in scholarship selections.
4. Scholarship committee members who recognize a conflict of interest in a scholarship applicant shall refrain from evaluating the designated applicant. Scholarship Chair shall immediately be notified.
5. Scholarship Committee members shall evaluate scholarship packets independently. Team work or collaboration of scholarship committee will be used to determine final ranking.
6. Scholarship awards shall be selected based on the number of scholarships available by EPCW.
7. In the event of a tie in scholarship awards, a re-vote of the tied applicants shall be taken by the attending Scholarship Committee members to determine the remaining scholarship awards.
8. All scholarship applications shall be returned to Scholarship Chair immediately following the scholarship selections. Scholarship Committee should identify finalist along with ranked alternate. Any un-awarded applications shall be immediately destroyed. Awarded application shall be kept in a file along with disbursement form and any other documentation. Alternate applications will be destroyed upon scholarships awarded and acknowledged.
9. All student scholarship application packets and selection deliberations shall remain confidential by the EPCW Scholarship Committee.
10. Final recipient's files shall remain with EPCW Scholarship Chair.