[INSERT SCHOLARSHIP FUND NAME]

1. This Scholarship Fund is administered by the College Heights Foundation as an endowed account. This fund is established in honor of [insert honoree name]. *Remove this sentence if it is not a memorial fund or in honor of someone.*

2. The principal will remain intact with only the earnings from investment used to make scholarship awards.

3. The number and amount of awards will be determined based upon the development of the Fund, the rate of earnings, and other factors that affect the availability of funds.

4. Recipients must be enrolled as a full-time student at Western Kentucky University.

5. Recipients must be [insert class level, need based, GPA, or other requirements].

6. Recipients must be graduates OR residents of [insert county, high school or other geographic requirements].

7. Recipients must be majoring in [insert area of study].

8. Recipients must possess the personal qualities of character, integrity, dependability, industriousness and human compassion which produce leaders and merit the honor of this award.

9. Applicants must complete a WKU scholarship application prior to the published deadline each year. Applications must be submitted to the University Scholarship Committee in order to be considered.

10. Students applying for the award may indicate on their application that they are applying for the [insert scholarship name].

11. Recipients will be selected by the University Scholarship Committee. Include reference to input from dept/college only if needed.

12. Award notification will be sent in the form of a letter from the University Scholarship Committee, with the letter to contain appropriate recognition of the Donor.

**□** *I have provided a brief biography which may be shared with recipients of the above scholarship fund.*

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 Date [Donor Name]

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date [Donor Name]

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Donald Smith, President

 College Heights Foundation

*The above guidelines will be attached to the Gift Agreement between [DONOR NAME] and the College Heights Foundation dated [INSERT DATE].*