

## Scholarship Procedures

- 1.0** Scholarships awarded by any CSHA program are to be used for education purposes at an accredited school for the purpose of obtaining a 2 year, 4 year or higher degree or for continuing education offered by an accredited school or for a certificate course from a college, university or vocational school. The scholarship may offset the costs related to tuition, books or lab/clinical fees but not room, board or other miscellaneous fees related to the individual's attendance at the school.
- 2.0** Subject to the approval of the Charitable Trust, scholarships may be used to offset tuition, clinic fees or books related to attendance at a professional equine-related seminar/clinic.
- 3.0** Recipients must seek Trust approval by submitting a written request to the Trust prior to the seminar explaining why this seminar/clinic would benefit their continuing education and including a brochure on the clinic that outlines curriculum details and costs. The request must be received by the Trust a minimum of sixty (60) days in advance of the date the funds are required. The Trust will review the presentation and notify the recipient within thirty (30) days of receipt of the Trust's decision.
- 4.0** The appropriate State Chair will provide the Charitable Trust Chair with a list containing the name, and address of each scholarship recipient within thirty (30) days of award. The birth date (m/d/y) of each junior recipient is required.
- 5.0** The Trust will provide the recipient with a redemption certificate within thirty (30) days of receipt of the list. If more information is needed at a later date regarding the scholarship, the recipient may contact the CSHA Trust through the CSHA State Office.
- 6.0** Junior scholarships not utilized before the recipients 25<sup>th</sup> birthday will automatically revert to the scholarship fund without notice from the CSHA Trust or from CSHA.
- 7.0** Senior scholarships not utilized within four (4) years of award will automatically revert to the scholarship fund without notice from the CSHA Trust or from CSHA.
- 8.0** For information on the scholarships offered by a Program and/or the criteria for award, please contact the program's State Chair.