

FREQUENTLY ASKED QUESTIONS ABOUT SCHOLARSHIPS

SCHOLARSHIPS

1. What types of scholarships are offered that a person, group or organization can sponsor?

The PFA Foundation has three categories of scholarships - **Endowed**, **Annual** and **One-time Scholarship**.

An **Endowed Scholarship** is one that offers permanent funding for ongoing scholarships and represents the most stable source of financial support. An endowed scholarship carries a minimum amount and is sufficiently funded to exist in perpetuity.

Next, the **Annual Scholarships** are scholarships in which the benefactor funds each year for a stated period of time. These annual awards become a significant part of assisting needy students and can also be used for emergencies.

The last category is the **One-time Scholarship**. Benefactors sponsor this type of scholarship for one year only and the funding is almost immediately awarded to a deserving student.



2. What is a restricted and unrestricted scholarship?

A **restricted scholarship** is one in which the recipient must meet all selection criteria and minimum requirements as specified by the benefactor(s). An **unrestricted scholarship** carries no specific requirements or selection criteria and is awarded solely at the discretion of the PFA Scholarship and Awards Committee.

All scholarships with benefactor criteria or other requirements are typically restricted permanently, unless directed otherwise by the benefactor. However, there are instances when a scholarship can be restricted temporarily, pending the wishes of the benefactor.

3. Why would I consider creating a scholarship?

A scholarship is an excellent investment in a student's life and in our collective futures. It keeps talented and motivated students on the road to becoming global leaders and contributing members of society. That is priceless! Creating a scholarship is a win-win way to support a student and to ensure the financial soundness of Pine Forge Academy. It is a thoughtful way to honor or remember someone or to celebrate a special event in your or their life. It is an exhilarating and satisfying feeling to be a benefactor of a tuition or room and board scholarship. As the benefactor, you decide on the amount, the frequency and selection criteria of the scholarship award you want to sponsor or support.

By establishing an **Endowed**, **Annual** or **One-time Scholarship**, you, as a Benefactor, will provide a student in need of financial assistance with the opportunity to attend Pine Forge Academy or help an outstanding student achieve his/her academic goals.

A scholarship can also provide students with outstanding grades, leadership, academic performance, community service or other special talents and gifts with an award for their achievements and accomplishments. It helps us celebrate their accomplishments in a tangible way. Finally, an **Endowed**, **Annual** or **One-time Scholarship** named '*In Honor of*', or '*In Memory of*' a loved one is a way to leave a lasting legacy at Pine Forge Academy.

4. How can I create a scholarship?

Creating a scholarship is simple and is a perfect way to invest in the life of a future global leader. The first step is to review the Foundation's **Benefactor's Guide to Creating a Scholarship** document to explain and assist you through the process. You can obtain a copy of this document from the website. Review the document and ensure all of your questions are addressed.

The next step is to complete the **Request to Create a Scholarship Form** and forward it to the Foundation office. Your request to create the scholarship should be accompanied with the required minimum amount and a one-time \$25 set up fee to cover administrative expenses. You will be assessed a \$25 fee annually to maintain your fund at the Foundation. For further assistance, please contact the Foundation office.

5. Is there a naming opportunity when establishing a scholarship?

Yes. Scholarships can be created '*In Honor of*', or '*In Memory of*' a loved one or a significant person in your life. They can also be named to encourage excellence in a specific discipline, academics, career goal, leadership or community service. The Foundation encourages those establishing a scholarship to name their scholarship. The process is easy and will yield life-long benefits to our worthy students. For information, please contact the Foundation office.



6. How is the scholarship award amount determined?

The benefactor(s) specifies the amount of the award. The Foundation recommends the minimum scholarship amount be \$500 in order to provide significant financial assistance to a student.

The criteria and the number of recipients are also based on the wishes of the benefactor as designated in the **Request to Create a Scholarship Form** and in the **Memorandum of Understanding**.

7. How are scholarship recipients selected?

The scholarship recipients are selected by the Pine Forge Academy Scholarship Committee based on the pool of students who meet the award criteria specified by the benefactors when establishing the scholarship and in the **Memorandum of Understanding**. The PFA Scholarship Committee makes recommendations to the Foundation's Endowment and Scholarship Committee. The Foundation's committee then reviews and approves the recommendations, which is critical to ensure the specific criteria and supporting documentation is in order.

Depending on the benefactor's requirements, and in accordance with their wishes, the recipients are notified and recognized appropriately. The Foundation then disburses the scholarship funds to PFA and applies them to the recipients account. Typically, scholarship recipients are announced at the annual graduation. A complete list of current scholarships is available on the PFA website (www.pineforgeacademy.org) and Foundation website (www.pfafoundation.org).

8. Can a scholarship benefactor remain anonymous?

Yes. The Foundation is bound by all requests for benefactor anonymity when it is specifically requested. When completing the form to establish a scholarship, the benefactor has the option to grant the Foundation permission to publish the benefactor's name. While the Foundation, understands the desire of individuals to remain anonymous, we encourage, when possible, disclosure of the donor to inspire others to give. When potential donors are aware of who else is contributing to PFA, they are more likely to give and to give more.

However, as the benefactor, you have the right to privacy and that right will always be honored by the Foundation. Please be sure to note this option on the **Request to Create a Scholarship Form**.



9. How can I be assured my wishes, as a benefactor, are strictly followed?

The Pine Forge Academy Foundation has a fiduciary responsibility for the effective management and disbursement of all scholarship gifts. Our top priority is to ensure the benefactor's wishes are strictly adhered to.

The terms of your **Endowed, Annual or One-time Scholarship** are delineated in a legal document called a **Memorandum of Understanding**.

Both the Academy and Foundation operate under the applicable state and federal laws and are bound by the provisions outlined in the **Memorandum of Understanding**. Designated scholarship funds cannot be appropriated for any other purpose. Additionally our scholarship program is audited by our certified external auditors to verify compliance with the Benefactors wishes.

10. How do I know what ultimately happens to the scholarship I sponsor?

Each year, the Academy and/or the Foundation will notify the benefactor(s) in writing with the name(s) of the recipient(s) awarded their sponsored scholarship and the amount awarded.

The Foundation will notify benefactors in advance when their scholarship does not have sufficient funds for the award to avoid a worthy recipient from a denied opportunity. However, in years where the funds are not sufficient to award the scholarship, no award will be given and the benefactor will be notified accordingly.

The audited financial reports will show the balance in each **Endowed and Annual Scholarship** fund which includes the principal (corpus) and the investment earnings.

11. How does the Foundation acknowledge receipt of the gifted scholarship?

The Foundation sends out a **Gift Acceptance Acknowledgement**, which must be signed by the donor, and is signed by the Foundation. This acknowledgement is periodically reviewed by the Foundation to ensure it remains accurate and complete.

Should your circumstances change as a benefactor, or you wish to modify the gift, this must be done in writing according to the Foundation's Gift Acceptance policy. A copy of this policy is available on the Foundation's website (www.pfafoundation.org)

