



Scholarship Handbook

Dear Rodeo Scholar,

This handbook is designed to help you maintain your Houston Livestock Show and Rodeo scholarship. It is imperative that you read and retain this handbook. Please know that being awarded a Houston Livestock Show and Rodeo Scholarship is an honor and that honor can be revoked for not following instructions and maintaining your scholar requirements. Please read the policy and requirements carefully, as these are the rules governing your scholarship. Failure to adhere to this policy will put your scholarship in jeopardy.

If you have any questions regarding your scholarship, please do not hesitate to contact us. In order to be eligible for and maintain a Houston Livestock Show and Rodeo Scholarship, each scholar is required to adhere to the rules and requirements set forth in the Scholarship Program Policy. Please read the Policy with the utmost care and attention so that the status of your scholarship will not be jeopardized.

Sincerely,

Houston Livestock Show and Rodeo
Office of Educational Programs

Contact Information

For questions and/or concerns about your scholarship, please contact:
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Scholar's Website: www.rodeohouston.com

Scholarship Questions: scholarship@hlsr.com

Grades/Transcripts: gradereports@hlsr.com

Office Hours: Monday-Friday, 8:30 a.m. to 4:30 p.m.

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Houston Livestock Show and Rodeo™ Scholarship Program Policy

In order to maintain eligibility for the Houston Livestock Show and Rodeo Scholarship, each recipient (“Scholar”) is required to adhere to the rules and requirements set forth in the Scholarship Program Policy (“Policy”). The Houston Livestock Show and Rodeo reserves the right to terminate scholarship for failure to adhere to the Policy, upon which remaining scholarship funds are forfeited and revert back, unrestricted, to the Houston Livestock Show and Rodeo Educational Fund.

1 General Policies

1.1 Types of Scholarships

The Houston Livestock Show and Rodeo awards and administers the following scholarships:

- 4-H
- Area Go Texan
- FCCLA
- FFA
- Hildebrand
- Metropolitan
- Opportunity
- School Art

1.2 School Eligibility Requirements

Accreditation

Scholars are required to attend a not-for-profit college or university in the State of Texas, accredited by the Southern Association of Colleges and Schools Commission on Colleges.

Degree Program

Scholars must be enrolled in pursuit of a bachelor’s degree at an accredited Texas college or university throughout the duration of the scholarship. Scholarship funds will not be paid to vocational/trade schools nor in support of a course of study leading to vocational certification.

Community/Junior College

Enrollment in a community or junior college is permissible. However, Scholars must enroll in courses consistent with the pursuit of a bachelor’s degree. Enrollment is limited to a maximum of 60 hours, after which the scholar must transfer to a four year institution.

1.3 Donors

Houston Livestock Show and Rodeo Scholarships are funded through the generous donations of many individuals and groups. Each Scholar is assigned a donor upon receipt of their scholarship. Scholars are requested to send a thank you letter upon receipt of scholarship and correspond with a progress letter at the end of each semester. Progress letters should include the year the scholarship was awarded, the school you are attending and any personal highlights, successes, career goals or plans. Letters should be sent directly to the donor, the Show does not need a copy.

** In no situation should a scholar contact their donor concerning issues regarding Show scholarships. The Show's Office of Educational Programs is the point of contact for your scholarship and should be contacted for any comments, concerns or issues.*

1.4 Student Contact Information

Scholars are requested to maintain contact with the Show. In order for us to effectively correspond with you regarding your scholarship, it is imperative we have updated contact information. Scholars are responsible for keeping the scholar website up-to-date of all contact information including, permanent and school address, phone number and email address.

1.5 Academic Requirements

Scholars are required to be enrolled as full-time students. Full-time enrollment is defined as a successfully completing a minimum of 12 credit hours per semester. In addition, scholars must maintain a minimum semester grade point average (GPA) of 2.5 on a 4.0 scale. Scholars who do not maintain the academic requirements will be subject to disciplinary action. (See Section 2.3)

Scholars who received their scholarship prior to 2011 must maintain a minimum semester GPA of 2.0 on a 4.0 scale.

1.6 Limit on Financial Aid

A recipient of any Houston Livestock Show and Rodeo Scholarship may not receive more than \$75,000 from financial aid, grants or additional scholarships for the four year term of an undergraduate degree. This does not include the Show Scholarship. If selected to receive a Show scholarship, the applicant will be notified and must verify all other financial aid and scholarships received. The scholarship award is not confirmed without such verification. Failure to disclose completely all financial aid or other scholarships shall be considered grounds for forfeiture of the award.

1.7 Request for Transfer

Scholars transferring to another university following an academic semester must submit a request for transfer through the Scholars website at least 2 weeks prior to the beginning for the new semester. Failure to submit a transfer request in a timely manner will result in the delay of payment.

1.8 Internship and Study Abroad

Scholars may participate in internships and study abroad programs as they apply to your degree program.

Study abroad programs must be sponsored by the university you are attending. The Show will fund your scholarship at your normal scholarship amount for the period of your study abroad, up to one year. Scholars must request approval for the study abroad program in advance.

Internships must be sponsored by the university you are attending. The Show will fund your scholarship and scholars may receive a waiver for enrollment hours, if necessary. Scholars must request approval for the internship program in advance.

1.9 Post-Baccalaureate

Scholars who complete their undergraduate course of study and who have scholarship funds remaining may be eligible to use these funds for post-Baccalaureate studies, graduate school or a professional degree program (medical school, law school, veterinary medicine, etc.), provided the Scholar is still eligible and the institution is accredited and within the state of Texas.

Scholars have one year (12 months) from the time of completion of their undergraduate course of study and/or their enrollment in another program to utilize any remaining scholarship funds. If not utilized, funds will revert as unrestricted to the Houston Livestock Show and Rodeo Educational Fund and no remaining funds will be paid directly to the Scholar.

1.10 Summer School

Scholars may request to receive funding for summer school. Full-time enrollment for summer school is defined as six credit hours. Scholars must meet all other requirements and be attending an approved, accredited college or university. In order to receive funding in a timely manner, request for summer school funding must be received no later than May 15th. One payment will be made equal to one full semester payment.

1.11 Inactive Status (Hold)

It is assumed that scholars will attend and complete each semester until the completion of your degree. Under special circumstances, and subject to approval by the Show's Office of Educational Programs, a reasonable break in continuous education may be allowed for pursuit of a service activity or an educational endeavor that is part of an organized program run by a recognized non-profit organization or academic institution. Breaks to pursue employment or engage in business-oriented ventures (other than internships that earn college credit) are not allowed.

If you are unable to complete a semester or need to take time off (other than summers) for personal reasons, you may request to have the scholarship placed on hold for up to one year. Requests for holds decided on a case-by-case basis by the Office of Educational Programs. Hold requests must be submitted in writing to the Show's Office of Educational Programs (e-mail correspondence is acceptable) immediately.

1.12 Forfeiture of Scholarship

Scholars who fail to comply with any Scholarship policy or requirements will be subject to forfeiture of the Houston Livestock Show and Rodeo Scholarship. The Show reserves all rights under this policy, and all civil and criminal remedies, for any serious ethical violations including falsification of educational or eligibility information. All disciplinary decisions shall be made in the sole discretion of the Show's Office of Educational Programs, Educational Programs Committee and Executive Committee, which are the only parties authorized to make decisions concerning disciplinary action, and their decision is final and binding on the recipient.

Notification of Disciplinary Action

Recipients subject to disciplinary action will be notified by a letter sent to the last permanent address on file.

Appeal Process

Recipients may appeal disciplinary action taken by the Show to the Show's Office of Educational Programs by submitting a letter requesting a review of probationary status.

Forfeiting Funds

Upon termination, remaining scholarship funds are forfeited and revert back to the Houston Livestock Show and Rodeo Educational Fund.

2 Eligibility for Renewal

2.1 Academic Requirement

Grade Verification

Scholars are required to submit verification of grades to the Show's Office of Educational Programs at the end of each semester.

Fall Semester

Fall semester grades are due no later than December 31st. Scholars may submit grade verification in the form of an "unofficial transcript" from the university or college internet grade reporting site. Scholar's name and name of college or university must be visible the documentation. Grades can be sent via e-mail to gradereports@rodeohouston.com.

Spring Semester

Spring semester grades are due no later than June 30th. Scholars must submit grade verification through an **official** university or college transcript. Copied, faxed or emailed transcripts will not be accepted for spring semester grades.

Summer Semester

Summer semester grades are due no later than August 15th. Scholars may submit grade verification in the form of an "unofficial transcript" from the university or college internet grade reporting site. Scholar's name and name of college or university must be visible the documentation. Grades can be sent via e-mail to gradereports@rodeohouston.com.

Full Time Enrollment Status

Scholars are required to enroll and successfully complete a minimum of 12 semester hours during both the fall and spring semester. Failure to maintain a full time course load will result in disciplinary action, up to and including forfeiture of scholarship. (See Section 2.3)

Scholars may receive an exemption to the full time enrollment requirement for special circumstances. Examples include graduating seniors, participation in internship or co-op programs, student teaching or nursing school students. Scholars must request an exemption in writing prior to the beginning of the semester.

Grades not received by the semester deadline will result in your account being placed on a Non-Compliance hold. **Failure to comply with this requirement will delay or terminate scholarship payments.**

2.2 Disciplinary Action

A scholar who fails to maintain the minimum semester grade point average and / or full time enrollment requirement will be subject to disciplinary action.

- **First offense** – Failure to maintain minimum requirements will result in a written warning. Funding for the following semester will be made.
- **Second offense** - If the scholar fails to maintain the requirements a second time, the student will be placed on probation. When placed on probation, scholars will **NOT** receive payment for the semester. No back payment will be made.
- **Third Offense** - If the minimum requirements are not met a third time, the scholarship will be revoked and all remaining funds will revert as unrestricted to the Houston Livestock Show and Rodeo Educational Fund.

Each scholar is allowed one written warning and one probation semester for the duration of their scholarship. A written warning and probation semester do not have to be in consecutive semesters to result in the loss of scholarship. All notification of disciplinary action will be sent to the last permanent address on file.

2.3 Non-Compliance Hold

It is the sole responsibility of the Scholars to ensure grade verification has been sent and received by the Show's Office of Educational Programs, regardless of their institution's policy in reporting grades to a scholarship donor.

3 Disbursement

3.1 Payment of Funds

Scholars will receive a total of eight equal payments, one per eligible semester, for the duration of the scholarship. Interim (Mini-mesters) Semester will not be funded.

All semester payments will be paid directly to the Financial Aid Office of the college or university you are enrolled in, as specified on your HLSR scholar website. Under no circumstances will payment be made directly to the scholar.

It is the sole responsibility of the scholar to inform the Show's Office of Educational Programs of any changes in a timely manner. Not maintaining correct information will result in delayed payments.

3.2 Payment Period

Disbursement of payments for scholars on Active status will be made prior to the beginning of the semester. Scholars on any type of hold will not receive payment. It is the sole responsibility of the scholar to verify their account's status through the HLSR scholar website.

3.3 Co-Enrollment

Scholars are permitted to co-enroll at two colleges or universities, with prior approval. Scholarship funds will only be sent to one institution.

3.4 Return of Funds

If scholarship funds sent for a scholar are returned by the institution (for non-enrollment, etc.), the scholar's scholarship will initially be placed on "hold" status and no scholarship funds will be disbursed until the scholar communicates with the Show's Office of Educational Programs. **No communication within two semester's time will result in the permanent loss of scholarship.**

4 Other information

4.1 Website

In order to communicate more efficiently, the Show has created a scholar website at www.rodeohouston.com. Scholars are required to create and maintain their account and should check the website regularly for important updates and notices. Scholars can view their current status, verify disbursement dates, update contact information and request transfers. Login information for new users to create an account will be sent directly to the Scholar the summer prior to their first semester of school.

4.2 Facebook

The Houston Livestock Show and Rodeo has created a Rodeo Scholars page and all current scholars are welcome to join. This is a great way to meet other scholars and stay informed on scholarship notifications.

APPENDIX A

Yearly Reporting and Request Deadlines

Due Date	Action
December – 2 weeks prior to semester start	Spring Transfer Request
December 31	Semester Grades – unofficial transcript
December 31	Letter to Donor
May 15	Summer Session Payment Request
June 30	Semester Grades – official transcript
June 30	Letter to Donor
August – 2 weeks prior to semester start	Fall Transfer Request
August 31	Summer Grades – if applicable