

# JUDGE C.C. CHAVELLE FOUNDATION

## SCHOLARSHIP POLICY

The Foundation may at its discretion establish criteria by which scholarships are awarded to 1) graduates of high school, 2) who are born in Washington State, and 3) who will be attending a vocational institute, university or college. The Foundation shall establish clear, objective criteria of eligibility for scholarships, and for ranking the eligible students for those scholarships.

Application for scholarships must be postmarked after January 1, and before June 1, of the year they graduate. Incomplete applications will not be considered eligible for scholarships.

Students must meet the Foundation's criteria, and make complete application for the scholarship. A complete application packet includes 1) the application form, 2) an applicant's statement, 3) employment history, 4) contact information for three references, 5) a copy of a certified birth certificate of the applicant and 6) a copy of the acceptance letter from the institution applicant will be attending, and a 7) complete copy of their most recent high school transcript.

Applications for the continuation of scholarships will include a complete application packet as outlined above, plus 8) the year's end transcript from the institution the applicant attends.

Recipients of Chavelle Foundation scholarships or continuation scholarships will receive notice no later than August 15 of each calendar year by US mail. All scholarship funds, including those to be applied to tuition, textbooks and on-campus or school operated housing, are paid directly to the institution designated on the students' applications.

Any portion of scholarship funds not used during the scholastic year of the designated scholarship must be returned to the Chavelle Foundation, not to the student. Failure to comply with these terms will require the scholarship recipient to repay the Foundation for the entire scholarship. Random reviews of the scholarship amounts used, details of how it was used and confirmation that student completed their courses will be held at the discretion of the Foundation.