



## 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 the rules and requirements will put your scholarship in jeopardy.

If you have any questions regarding your scholarship, please do not hesitate to contact us.

Sincerely,

Houston Livestock Show and Rodeo  
Office of Educational Programs

### **Contact Information**

For questions and/or concerns about your scholarship, please contact:  
**Office of Educational Programs, Houston Livestock Show and Rodeo**

**Jamie Voskamp**  
**Scholarship Program Manager**  
[voskamp@hlsr.com](mailto:voskamp@hlsr.com)  
**832.667.1285**

**Mailing Address:** PO Box 20070, Houston, Texas 77225-0070

**Scholarship Questions:** [scholarship@hlsr.com](mailto:scholarship@hlsr.com)

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

**Scholar's Website:** <http://www.rodeohouston.com/Educational-Support/Scholars/Current-Scholars>

You will be required to maintain a scholarship online account through the Kaleidoscope platform. The account will help you track your grades, disbursements and make any necessary requests and inquiries.

Table of Contents

- 1 General Policies ..... 4
  - 1.1 Types of Scholarships ..... 4
  - 1.2 School Eligibility Requirements ..... 4
  - 1.3 Scholarship Funding ..... 5
  - 1.4 Student Contact Information..... 5
  - 1.5 Donors..... 5
  - 1.6 Academic Requirements..... 5
  - 1.7 Limit on Financial Aid ..... 6
  - 1.8 Request for Transfer..... 6
  - 1.9 Internship and Study Abroad..... 6
  - 1.10 Post-Baccalaureate..... 6
  - 1.11 Summer School ..... 7
  - 1.12 Inactive Status (Hold) ..... 7
  - 1.13 Medical Waiver ..... 7
  - 1.14 Double Payment for Early Graduation ..... 7
  - 1.15 Forfeiture of Scholarship ..... 8
- 2 Eligibility for Renewal ..... 8
  - 2.1 Academic Requirement ..... 8
  - 2.2 Disciplinary Action..... 10
- 3 Disbursement..... 10
  - 3.1 Payment of Funds..... 10
  - 3.2 Payment Period..... 11
  - 3.3 Priority Disbursement ..... 11
  - 3.4 Co-Enrollment ..... 11
  - 3.5 Return of Funds..... 11
- 4 Other information ..... 11
  - 4.1 Website ..... 11
  - 4.2 Social Media ..... 11
- APPENDIX A ..... 12

# 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 this Scholarship Handbook (“Handbook”). The Houston Livestock Show and Rodeo reserves the right to terminate a scholarship for failure to adhere to these rules and requirements. Upon termination, all 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
- Achievement
- Area Go Texan
- Exhibitor
- FFA
- Hildebrand
- Houston Area (
- Metropolitan (2018 and prior)
- Military
- Opportunity (2018 and prior)
- School Art
- Technical (2018 and prior)

Scholars are eligible to receive only one Houston Livestock Show and Rodeo Scholarship.

### 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. Online colleges, even if they are not-for-profit, do not qualify. **Scholars may be enrolled in online classes at approved accredited colleges and universities.**

#### 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 five (5) consecutive semesters or 60 credit hours after which the Scholar must transfer to a four year institution.

### **1.3 Scholarship Funding**

Scholarship funds are to be allocated to tuition and fees. All funding payments will be paid directly to the Financial Aid Office of the college or university the Scholar is enrolled in, with encouragement that funds should be allocated to the scholar's account in these areas.

### **1.4 Student Contact Information**

Scholars are required 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 their Kaleidoscope account up-to-date of all contact information including, permanent and school address, phone number and email address.

Due to the Show's privacy policy regarding Personal Information, scholar account information may not be disclosed to third parties, including parents or legal guardians of scholars who are 18 years of age or older. It is the responsibility of the scholar to contact the Educational Programs office with questions or concerns.

### **1.5 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 his/her scholarship. Scholars are required 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 his/her 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.*

### **1.6 Academic Requirements**

Scholars are required to be enrolled as full-time students. Full-time enrollment is defined as successfully passing and earning a minimum of 12 credit hours per semester. **Credit hours may be earned through online instruction.** In addition, Scholars must maintain a minimum semester grade point average (GPA) of 2.5 on a 4.0 scale with the exception of scholars in their first year. Any GPA of 2.495 or higher will be rounded up to 2.5 and meet our requirements. Scholars in their first year must earn a minimum semester grade point average (GPA) of 2.0 on a 4.0 scale during the fall and spring semester of their first year. The "first year" is defined as the fall and spring semester immediately following the summer that the scholarship was awarded. For example, a scholar who was awarded the scholarship in 2017 will be in their first year during the Fall 2017 – Spring 2018 school year. Scholars who request and are approved for a hold (See Section 1.11) and attend college or university classes in the following year are no longer considered to be first year scholars. Any GPA of 1.995 or higher will be rounded up to 2.0 and meet our requirements. Following the completion of the first year, all scholars must meet the minimum 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 2.2) If a student is co-enrolled in two institutions during a semester, the student must send grade verification from both institutions. HLSR will allow students to combine hours from two institutions. However, HLSR will only accept the GPA of the primary institution (institution where funding was applied).

### **1.7 Limit on Financial Aid**

A recipient of any Houston Livestock Show and Rodeo Scholarship may not receive more than \$90,000 from financial aid, grants and/or additional scholarships for the four year term of an undergraduate degree. This does not include the Show Scholarship or self-help aid. 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 **all** financial aid and other scholarships shall be considered grounds for forfeiture of the award.

### **1.8 Request for Transfer**

Scholars transferring to another university following an academic semester must submit an Online Transfer Request through the Scholar's 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.

### **1.9 Internship and Study Abroad**

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

Study abroad programs must be sponsored by the student's "home university" which is defined as the Texas institution to which the scholarship disbursement is made. The Show will fund the scholarship at the normal scholarship amount for the period of the study abroad program, up to one year. Only regular fall and spring semesters are eligible for study abroad. Summer programs are not allowed. Scholars must request approval for the study abroad program in advance by contacting the Educational Programs Office for an Internship/Study Abroad form. Scholars should be aware that grades from study abroad programs are often delayed. Scholarship disbursements will not be made until grades have been received and verified on a transcript from the student's home university.

Internships must be sponsored by the university being attended. The Show will fund the scholarship and Scholars may receive a waiver for enrollment hours, if necessary. Scholars must request approval for the internship program in advance by contacting the Educational Programs Office for an Internship/Study Abroad form.

### **1.10 Post-Baccalaureate**

Scholars who complete their undergraduate course of study and who have scholarship funds remaining may be eligible to use the remaining 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 they graduate and complete an undergraduate course of study to utilize any remaining scholarship funds. If not utilized, funds will revert as unrestricted to the Houston Livestock Show and Rodeo Educational Fund. Achievement scholarship funding does not apply to this rule. Students will not be allowed to utilize Achievement scholarship funding for post-Baccalaureate studies. Achievement payments are only for undergraduate studies. If a student graduates early with remaining Achievement funds, the student forfeits the remaining payment(s).

### **1.11 Summer School**

Beginning with scholars awarded in 2019, only students who are taking part in trimester programs (such as certain Nursing programs) are permitted to receive summer school funding. For these students, full-time enrollment is defined as twelve (12) credit hours.

For students awarded in 2018 and earlier, summer school may be requested in the online scholar portal. Full-time enrollment for summer school is defined as six credit hours. Mini-mesters or Maymesters are not considered summer school. 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 15<sup>th</sup>. One payment will be made equal to one full semester payment of the original scholarship awarded and the amount deducted from your account. Summer school funding is not in addition to your scholarship amount. Payments will not be made in advance. If a student is on waiver or probation from the previous semester, grade verification is required before the student's summer school disbursement will be made. Summer school is not allowed as the "probation semester". As such, students on probation cannot receive a summer school payment. Students who have been awarded an Achievement Scholarship may not use the funds for summer school.

### **1.12 Inactive Status (Hold)**

It is assumed that Scholars will attend and complete each semester until the completion of a 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 a Scholar is unable to complete a semester or needs to take time off (other than summers) for personal reasons, a request can be made to have the scholarship placed on hold for up to one year. Requests for holds are decided on a case-by-case basis by the Office of Educational Programs and/or the Scholarship Review Committee. Hold requests must be submitted in writing to the Show's Office of Educational Programs (e-mail correspondence is acceptable) immediately.

### **1.13 Medical Waiver**

Under special circumstances, and subject to approval by the Show's Office of Educational Programs, a Scholar who is unable to attend school due to a medical condition may request a Medical Waiver for up to one year (two semesters). Requests must be submitted via a completed Medical Waiver Form (available on request from the Educational Programs Office) and require a doctor's note.

### **1.14 Double Payment for Early Graduation**

If a student is graduating early, he/she may request up to one additional payment each semester for up to one year before graduation (for a total of two early payments, one each semester). For example, if graduating a year early, a student may request one extra payment during the fall semester and one extra payment during the spring semester. A student may receive a total of two payments in one semester. Double payment requests must be submitted through the Scholar's Website. Students who have been awarded an Achievement

Scholarship are not allowed to receive a double-payment utilizing Achievement funding. For example, if graduating a year early, a student may request one extra payment with his/her scholarship funding that was originally awarded upon high school graduation; He/she will not be able to request a double-payment for his/her Achievement Scholarship. A student may request double payment for a summer session only if the summer session is the student's final semester before graduation and the student will earn a minimum of 12 credit hours. Students must provide written confirmation from an academic advisor or registrar providing the scholar's graduation date.

### **1.15 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. Failure to maintain contact with the Show office for two consecutive semesters will result in termination of the scholarship.

#### **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 completing an appeal form requesting a review of disciplinary action. Forms may be requested from the Office of Educational Programs. The Scholarship Review Committee, which reviews all appeal requests, meets once per semester. Scholars should submit grades by the published deadline and/or contact the Educational Programs Office regarding the need for an appeal as soon as they are able. Completed appeals received after the cutoff prior to the committee's meeting are not considered.

#### **Forfeiting Funds**

Upon termination, remaining scholarship funds are forfeited and revert back, unrestricted, 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. 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. **Failure to provide documentation within two semester's time will result in a permanent loss of the scholarship.**

### ***Fall Semester***

Fall semester grades are due no later than December 31<sup>st</sup>. Grades are reported via an online "Gradebook" submission on the Kaleidoscope platform. Scholars must complete a Gradebook for each school attended during the semester. The student must upload a screenshot or PDF of their transcript. For fall grade reporting, a report of just the Fall semester is acceptable. The scholar's name and name of college or university must be visible in the documentation.

### ***Spring Semester***

Spring semester grades are due no later than June 30<sup>th</sup>. Grades are submitted via an online "Gradebook" on the Kaleidoscope platform. For spring grade reporting, a PDF or scanned official transcript is required to submit the Gradebook online. Mailed, emailed, or faxed transcripts are not accepted.

### ***Summer Semester***

Summer semester grades are due no later than August 15<sup>th</sup>. Grades must be submitted via an online "Gradebook" on the Kaleidoscope platform. Scholars may submit grade verification in the form of an "unofficial transcript" from the university or college internet grade reporting site. The scholar's name and name of college or university must be visible in the documentation.

## **Financial Aid Verification**

Scholars are required to submit verification of financial aid once a year, at the end of each Spring semester. Students can receive Award Letters either from the university or the university online account. The proof of financial aid provided must include all scholarships and grants that the student received for the previous academic year, and are due no later than June 30<sup>th</sup>. Award letters are uploaded to the online scholar portal in conjunction with the spring gradebook.

## **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 2.2)

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. Students awarded an Achievement Scholarship must be enrolled in a minimum of 12 hours to receive their Achievement payment with the exception of graduating seniors. Graduating seniors must be enrolled in a minimum of 9 hours their final semester in order to receive payment, with the exception of graduating students enrolled in summer school. Scholars must be enrolled in a minimum of 6 credit hours for summer school funding.

### **Non-Compliance Hold**

At the end of each semester, Scholars who have not submitted grade verification will be placed on a 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.

## **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 and the Scholar will be given a one-time Waiver. Funding for the following semester will be made.
- **Second offense** - If the Scholar fails to maintain the requirements a second time, the Scholar 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 Waiver and one Probation semester for the duration of his/her 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.

## **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) Semesters will not be funded.

All semester payments will be paid directly to the Financial Aid Office of the college or university the Scholar is enrolled in, as specified on the Scholar's Website. Under no circumstances will payment be made directly to the Scholar. Payments are to be applied to scholar's account by the Financial Aid Office and allocated to tuition and fees. It may take the college or university 2-3 weeks to process and apply disbursements to student accounts. Please allow your university adequate time to process disbursements prior to following up with the financial aid department.

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.

A student's primary scholarship, awarded upon high school graduation (Metropolitan, Opportunity, School Art, Hildebrand, Houston Area, Exhibitor, Military, Area Go Texan, 4-H and FFA), will be applied before an Achievement payment. For example, if you are a Metropolitan winner and an Achievement winner, you may not request to have an Achievement payment paid out without the Metropolitan payout, unless you have utilized all funding from your primary scholarship.

### **3.2 Payment Period**

Disbursement of payments for Scholars on Active status will be made within the first two weeks of the semester. Scholars who have not submitted grade verification or scholars on any type of hold will not receive payment. It is the sole responsibility of the Scholar to verify his/her account's status through the HLSR Scholar's Website. Disbursement information and receipt of grades are not verified via phone. Scholars who have reported spring grades via official transcript by June 30<sup>th</sup> and have met academic requirements will be included in priority disbursements made prior to the start of the fall semester. Scholars who do not report grades by the spring deadline should not rely on disbursements being received and processed by the university prior to August 15<sup>th</sup> for the fall semester. Scholars who are not eligible for the priority spring disbursement should not expect to receive funding prior to January 25<sup>th</sup> for the spring semester to allow the Educational Programs office time to process and send disbursements to the college or university.

### **3.3 Priority Spring Disbursement**

Scholars who are in good standing and have no disciplinary marks against their account are eligible to be included in a priority spring disbursement. For these students, the disbursement will be sent to their college or university prior to the fall grade reporting period to allow the university/college to receive and process the disbursement in a timely manner. Students included in a priority disbursement must report grades as required in section 2.1 of the handbook. Failure to report grades for two consecutive semesters will result in permanent loss of the scholarship.

### **3.4 Co-Enrollment**

Scholars are permitted to co-enroll at two colleges or universities, with prior approval from the HLSR Educational Programs Department. This approval may be obtained by emailing [scholarship@hlsr.com](mailto:scholarship@hlsr.com). Scholarship funds will only be sent to one institution.

### **3.5 Return of Funds**

If scholarship funds 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 the scholarship.**

## **4 Other information**

### **4.1 Website**

In order to communicate more efficiently, the Show has created a Scholar Website at [www.rodeohouston.com](http://www.rodeohouston.com). Scholars are required to create and maintain an 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.

### **4.2 Social Media**

HLSR has created a page, [Houston Livestock Show and Rodeo Scholarship Students](#) and all current Scholars are encouraged to join and follow. This is a great way to meet other Scholars and stay informed! Announcements will be made on the official student page.

## APPENDIX A

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