**Scholarship Policy**

Date Established: 2005

Amended: August 20, 2020

**Amount:**

Two $1000 scholarships

**Student/Child Eligibility:**

1. Those eligible to apply must be dependent children of an active member who meet the parent criteria defined below OR if not a dependent child, the applicant must include a letter of high recommendation from an active member. Dependent children are defined as unmarried children supported by a parent including natural children, adopted children, foster children and step-children.
2. The student/child must be enrolled, or enrolling in, a post-secondary educational program: four year accredited college or university; junior college; vocational or technical school.
3. Previous recipients are not eligible.

**Employee/Parent Eligibility Requirements**

All of the following requirements must be met.

1. Active Member for two consecutive years.
2. Children of selection committee members are exempt.
3. Recipients of scholarship may hold other scholarship awards or prizes in addition to the HTA Scholarship. However, if a student receives other grants or scholarships that completely cover all direct and indirect costs of college, the student will forfeit HTA scholarship.

**Administration:**

A selection committee will be comprised of volunteer active members unrelated to applicants.

**Eligible Institutions**

Educational institutions receiving scholarship awards must be recognized , accredited post-secondary educational institutions. Funds will be paid in USD, regardless of the country wherein the institution is located.

**Selection Criteria**

In addition to meeting the qualifying requirements defined herein, a detailed application must be completed. The following information will be taken into consideration in the selection process:

* Scholastic record (10%)
* Extracurricular activities and leadership measured by participation in sports, school and community involvement (20%)
* Job/work experience (20%)
* Essay: (50%) measured in both content and message:
1. How has your parent/guardian/sponsor benefited from a career in hoof trimming? (250 words or less) **AND**
2. How will you benefit from this education and what are your plans for your future? (500 words or less)
* If not a dependent child of an active member, a letter of high recommendation from an active member as sponsor.

**Scholarship Payment**

1. The scholarship may be applied to payment of tuition, room, board and other educational expenses such as books, fees, etc. as approved by selection committee.
2. The monies will be paid directly to the eligible educational institution by Hoof Trimmers Association, Inc., deposited in the recipients’ account in two installments (one per semester) during the academic year.

**Obligations of Scholarship Winners**

1. Scholarship winners are required to enroll as a full-time student. This means that the student must complete sufficient course hours each grading period of the academic year to maintain status as a full-time student, as defined by the eligible institution.
2. Transcripts showing compliance with enrollment requirements and successful completion of all coursework for the first semester must be submitted to HTA before HTA will release second half of funds to awardee’s school.
3. **Due Date:** May 1st. Completed applications and all supporting documentation may be submitted online by 11:00PM Central Time via [www.hooftrimmers.org](http://www.hooftrimmers.org)
4. Completed applications may be mailed with all supporting documentation to:

Hoof Trimmers Association

ATTN: Scholarship Committee

5014 FM 1500

Paris, TX 75460

Mailed applications must be postmarked by May 1st.

1. Incomplete applications will not be considered.
2. Recipients will be notified by August 1st.

**Procedure for selection criteria:**

Judges are blind to applicant name and any personal information that may identify them with the assistance of staff.

Judges form:

Application # \_\_\_\_\_\_\_\_\_\_\_

Please score the following on a scale of 1-5, 5 being the highest possible score.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Criteria | *Notes* | **Score (1-5)** |  | Weight |  | **Total**  |
| **Scholastic Record**  | *School grades indicate the potential success in post-high school educational pursuits.* |  | X | **10** | = |  |
| **Extracurricular** Activities and Leadership | *Measured by participation in sports, school activities, and community involvement* |  | X | **20** | = |  |
| Job/Work Experience |  |  | X | **20** | = |  |
| **Essay 1:**  | *How has your parent/guardian/sponsor benefited from a career in hoof trimming? Limited to 250 words* |  | X | **25** | = |  |
| **Essay 2:**  | *How will you benefit from this education and what are your plans for the future? Limited to 500 words* |  | X | **25** | = |  |
| **Total Score:**  | *Please add the last column:* |  |  |  |  | **Total:**  |

**Signed and Dated:**

**Timeline:**

* 1. May 1 – scholarship deadline.
	2. May 2-15 – Executive Director assigns number to each application, redacts identifying information and distributes copies of the applications to all judges.
	3. May 16 – June 30 – committee individually makes decisions based on weighted system then return scoring forms back to the HTA office via mail or email.
	4. July 1 - 10 – Executive Director tallies results and notifies President of the winners’ identities. ED prepares award letter for awardees.
	5. July 20 **–** President signs award letters and returns letters to ED via email for distribution to awardees.
	6. July 21 – Award letters mailed to recipients.