



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 Coordinator
voskamp@hlsr.com
832.667.1285

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

Important Emails:

Scholarship Questions: scholarship@hlsr.com
Grades/Transcripts: gradereports@hlsr.com

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

Scholar's Website: <https://secure.rodeohouston.com/Authentication/index.aspx?ReturnUrl=%2fScholarship>

You will be required to set up a scholarship online account through RodeoHouston.com. The account will help you track your grades, disbursements and make any necessary requests and inquiries. *Note you will not be able to set up your scholar account until we contact you this summer with a member number and key code. Once you receive this information you will be able to set up your account.

PLEASE DO NOT TRY TO SET UP YOUR ACCOUNT PRIOR TO RECEIVING THIS INFORMATION!

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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 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
- Metropolitan
- Military
- Opportunity
- School Art
- Technical

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.

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.

Technical Scholars must be enrolled, in pursuit of an associate’s degree or a certificate program, in an approved non-profit trade program throughout the duration of the scholarship.

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 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 Scholar's Website account up-to-date of all contact information including, permanent and school address, phone number and email address.

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. 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. 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 (or \$40,000 for Technical Scholars) from financial aid, grants and/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 **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 university being attended. The Show will fund the scholarship at the normal scholarship amount for the period of the study abroad program, up to one year. Scholars must request approval for the study abroad program in advance. Only regular fall and spring semesters are eligible for study abroad. Summer programs are not eligible to receive a disbursement.

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.

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

Scholars may request to receive funding for summer school. 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 15th. 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. 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 in writing 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.

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 31st. Grades must first be submitted online, via the students scholarship account at www.rodeohouston.com. Scholars must also submit grade verification. 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. Grades can be sent via e-mail to gradereports@rodeohouston.com.

Spring Semester

Spring semester grades are due no later than June 30th. Grades must first be submitted online, via the students scholarship account at www.rodeohouston.com. 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. Grades must first be submitted online, via the students scholarship account at www.rodeohouston.com. 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. Grades can be sent via e-mail to gradereports@rodeohouston.com.

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 30th. Award letters can either be mailed to our offices or emailed 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 2.2)

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.

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 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, 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.

3.3 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. Scholarship funds will only be sent to one institution.

3.4 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. 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. **Login information enabling new users to create an account will be**

sent directly to Scholars the summer prior to their first semester of school. An account cannot be set up until a Scholar receives a member number and keycode.

4.2 Social Media

HLSR has created a page, [Houston Livestock Show and Rodeo Scholarship Students](#), and an Instagram account, [@hlsrscholars](#), and all current Scholars are encouraged to join and follow. This is a great way to meet other Scholars and stay informed!

APPENDIX A

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 Deadline
June 30	Semester Grades – official transcript
June 30	Letter to Donor
August – 2 weeks prior to semester start	Fall Transfer Request
August 15	Summer Grades – if applicable