

THE PIPELINERS ASSOCIATION OF HOUSTON EDUCATIONAL FUND

SCHOLARSHIP GRANT REQUIREMENTS POLICY

1. Scholarship award eligibility shall be limited to relatives of members in good standing of The Pipeliners Association of Houston (hereinafter referred to as "PAH" or the "Association"). A member in good standing for scholarship purposes shall have paid dues for a minimum of two (2) consecutive years. In addition, the sponsoring member must have attended a minimum of six (6) Association meetings or events in the previous calendar year (January - December). Proof of attendance must be verified through the official Electronic Scholarship Record Book while at the meeting or event. The Scholarship Committee will not accept receipts, meeting prepayment emails, volunteer logs, or verbal verification for attendance verification. **NO EXCEPTIONS.**
2. Relative, whether or not capitalized, refers to a parent, grandparent, aunt, uncle, child, grandchild, great grandchild, niece, nephew, sibling, or spouse. Children, grandchildren, or great grandchildren may be biological or adopted. In addition, children, grandchildren, great grandchildren, and other listed relatives may be by birth, marriage, or legal guardianship.
3. The Candidate must be enrolled full-time in an accredited School, College or University. (An accredited School is defined as an Institution whose credit hours are recognized by a College or University as transferable towards earning a degree). The recipient shall be a second, third, fourth, or fifth-year student and shall have a minimum grade point average of 2.0 on a 4.0 scale or a C average on the applicant's scholastic record to be eligible for a scholarship. First-year and graduate school students are not eligible to receive a Fund scholarship. Dual credit from High School does not constitute the First Year of College. Scholarships are not awarded for Summer School. No restriction shall be placed on the recipient's degree program. Only those students classified as full-time students are eligible for scholarships (Full-time designation is 12 or more hours per semester at most universities).
4. The Scholarship Award Fund is a fixed amount determined annually by a meeting of the Board of Directors and is based upon normal tuition, enrollment fees, university provided room and board, and educational purchases through the university for a two-semester enrollment for a single academic year. The Scholarship Award Fund will be paid annually to the recipients, pro-rata, based upon each recipient's total score as a percentage of the aggregate scores of all recipients. The amount of each individual scholarship may vary from year to year. Failure to complete a two-semester academic year enrollment may, at the sole discretion of the Board of Directors, warrant a pro-rata refund from the recipient for that part of the two twelve (12) hour semester(s) not completed.

5. **INTERNSHIPS AND CO-OP PROGRAMS:** In certain circumstances, students are required to participate in internship, clinical, or co-op programs as part of their degree requirements. Such participation may not align with the traditional definition of full-time status. If the educational institution classifies the student as full-time (in accordance with federal filings for educational institutions reported to the Department of Education), The Pipeliners Association of Houston Educational Fund will likewise consider the student as full-time. To confirm full-time student status, the student must provide an Enrollment Certification issued by their institution. These certifications can be obtained from the Registrar's office and must be sent directly from the institution to scholarship@houstonpipeliners.net.
6. Seniors in their final semester or quarter/term may receive a partial scholarship award even if their course load is less than full-time. The scholarship amount will be pro-rated based on the number of hours for which the student is enrolled.
7. Scholarship Applications are accepted, reviewed and evaluated, and interviews are conducted in February, March and/or April of each year for presentation to the Board of Directors at their annual meeting. An applicants must show he or she will be classified a second year student by the date the scholarship becomes effective. Scholarship evaluation criteria will include the applicant's scholastic record, financial support need, and outside activities, such as social, service organizations, societies, sports, and other extracurricular activities.
8. The duration of the Scholarship is for a single academic year beginning no later than the fall semester or fall quarter or term following the award. For schools with a semester system, individual scholarship awards will be split evenly between the Fall and Spring semesters. For schools with a quarter or term system, individual scholarship awards will be split evenly among the Fall, Winter, and Spring quarters or terms. Scholarships are not awarded for summer school or miniature semesters also known as "mini-mesters."
9. Candidates must apply each year for consideration. Candidates are allowed to receive a lifetime maximum of four (4) scholarship awards.
10. The completed application including reference letters must be submitted electronically. A copy of the applicant's official transcript from each college or university attended must be mailed to the address listed on the electronic application or sent via eTranscript per instructions listed on the electronic application. Any additional information including deadlines will be posted on the website approximately three (3) months before the interview date.

11. Scholarship applicants must attend an interview on the official date and time that is scheduled by the Scholarship Committee. During the application process applicants will select an in-person or a virtual interview. Once the application has been submitted and the scholarship application process has closed, applicants cannot change their selection for any reason. The location of in-person interviews will be specified by the Scholarship Committee.
12. The successful candidate(s) will be announced at the Association meeting in June.
13. The Pipeliners Association of Houston Educational Fund abides by the PAH Expected Personal Conduct Policy. Failure by an applicant, sponsor, parent, or other individual representing the student's interest during the application process to comply with the Policy, may result in the applicant's disqualification for a scholarship.

As approved by the Board of Directors dated effective as of October 28, 2024.



PAUL PRODOEHL, President

ATTEST:



ROB KOENIG, Secretary