

CORNELL COOPERATIVE EXTENSION HUMAN RESOURCE POLICY MANUAL

Section:	Local
Subject:	Scholarships
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Policy Statement - The Association seeks to make Extension programs accessible to a broad constituency and to reduce barriers to participation. As such, when possible and funded, CCE Sullivan works to provide scholarships to individuals and families for fee based programs.

Eligibility - Sullivan County residents are eligible to apply for partial scholarships to fee based CCE Sullivan and youth development related programs for 4-H enrollees.

Amount - General CCE scholarships may be awarded to cover up to half of any particular program offering's fee. Individuals may receive up to \$50 in scholarships per calendar year. 4-H Youth Development Program scholarships may be awarded to cover up to half of an approved out of county experiential education opportunity registration fee up to \$150. Scholarships are awarded on a first come, first served basis until scholarship funding is exhausted. In the event there are limited funds for 4-H Youth Development Program scholarships and multiple applications, participants of the 4-H Youth Fair Auction will take precedence.

Application - A one-page application form can be requested from CCE Sullivan in person, by phone, via email, or by visiting the website at sullivan.cce.org/events. Applications should be submitted to CCE Sullivan at sullivan@cornell.edu at least two weeks prior to the program offering. Applications will be forwarded to the host educator/coordinator of the local program area.

Approval - The host educator/coordinator of the program offering will confer with the administrative assistant and/or finance department to determine the pool of scholarship funds. If funds are available, and the applicant is eligible, the host educator/coordinator will alert the administrative assistant, who will notify the applicant. Final approval is contingent upon receiving the applicant's share of the program fee or a copy of the receive for 4-H Youth Development Program related offerings.

Limitations - Scholarship funds are available on a limited basis, dependent on funding. Any scholarship recipient who is awarded a scholarship and does not attend the program offering (no call/no show), is not eligible for any additional scholarships in that calendar year.