

Scholarship Policies and Protocols  
of  
Cystic Fibrosis Association of Erie County

1. The Cystic Fibrosis Association of Erie County (“CFA”) will grant scholarships to qualified recipients who are eligible for the DDD program of the CFA. The Scholarship will be for reimbursement for tuition, books, supplies, and possibly room and board for post-secondary education. Secondary education in this context means a high school diploma or a GED certificate. Post-secondary means anything beyond secondary education that will improve the life of the recipient.
2. The scholarships will be a percentage of each year’s budget and determined by the accountant and approved by the board. To be payable annually or two half segments semiannually or determined by the Board of Directors.
3. These scholarships are renewable, (if funds are available) for a maximum of four years of grants upon submission of proof of satisfactory progress in the program undertaken. The definition of satisfactory progress is at the sole discretion of the committee. Variations from this policy will be on a case by case decision by the Board of Directors
4. Recipients are eligible upon proof of completion of secondary education and proof of acceptance into a post-secondary program, and evidence of the cost of the program.
5. The scholarships will be administered by a committee of CFA Board members who do not have relations currently or prospectively (within three years) receiving scholarships.
6. Prospective recipients must initiate the process by submitting a request for a scholarship identifying the program, the documents for the cost of the program, and proof of admission to the proposed program. This must be submitted by May 15 to be considered for the traditional academic year. Other start dates will require a similar advance submission. Deviations from this policy must be approved by the committee.
7. The Scholarship committee will review the submissions (one submission for each semester) from the recipient, with a copy of his/her grades, and documentation of each semester billing. The Scholarship committee will report on the approvals and rejections to the full CFA board. The committee will advise the CFA treasurer of the scheduled payments.
8. Deviations from these policies must be approved the Board of Directors and submitted to the full board for approval.
9. These procedures will become effective upon approval of the Board of Directors of CFA.

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