**EAST TENNESSEE STATE UNIVERSITY FOUNDATION**

**MEMORANDUM OF UNDERSTANDING**

**THE**

**SCHOLARSHIP ENDOWMENT**

**INTRODUCTION**

The purpose of the Scholarship Endowment is to provide scholarship assistance to deserving students enrolled in at East Tennessee State University.

*Statement and/or bio from the donor who is establishing the endowment*

**AWARD DESCRIPTION**

Scholarships shall be awarded by the Committee. That Committee shall decide the number of scholarships and the value of each, depending on the funds available.

**ELIGIBILITY**

1. Applications should be submitted to the Scholarship Committee by March 1 of each year.
2. Entering freshmen as well as current ETSU students, transfer students, or non-traditional students shall be eligible for the award. *Donor preference*
3. Once a student is selected to be a recipient, he or she may continue to receive the award to complete an undergraduate degree, not to exceed four consecutive years providing he or she continues to meet the criteria. *Donor preference*

**FUNDING**

An initial gift of from shall establish the endowment. Subsequent contributions, including planned gifts, from family and friends shall be encouraged.

***Remove the following if this is a full endowment***:

*Initially, the fund will be established as a quasi-endowment wherein the earnings shall be added to the endowment each year. After a minimum fund balance of $25,000 has been reached, it shall become a full endowment wherein the principal shall remain intact, and only the interest will be used for the purpose of the fund. The minimum balance must be reached by June 30, (five years) or the quasi-endowment status will convert to that of a restricted account and all funds will be made available for expenditure.*

The principal of the fund shall remain intact and only the earnings will be used for the purposes of the fund.

***Choose one statement:***

*After becoming an endowment*, operating funds remaining at the end of the fiscal year shall be carried forward.

**OR**

*After becoming an endowment*, operating funds remaining at the end of the fiscal year shall be transferred to the endowment.

**CRITERIA**

The Scholarship Committee shall consider the following criteria in awarding scholarships:

*These are suggestions only. The criteria are donor preferences.*

1. The applicants must be a declared major in the Department of
2. Current ETSU students as well as entering freshmen must have a minimum cumulative GPA of 3.0.
3. Documented financial need may be considered in the selection of the recipient.
4. Applicants must meet all requirements for regular admission to ETSU.
5. Applicants must be full-time students.

**CONTINGENCIES**

The signers acknowledge that at some time in the future the scope of the program described and/or the department or college for which the funding is designated in this Memorandum of Understanding may vary substantially, cease to exist in its current form, or the need for the funding may cease to exist. If a department ceases to exist then the proceeding designated department or college will be substituted by way of an addendum. If a change to selection is required, a change in the purpose of the scholarship, or a change in the use of the funds then a revision of this Memorandum of Understanding will be required. Prior to a revision, the donor will, if available, be contacted in accordance with the *Policy on Memorandums of Understanding.* If any portion of this Memorandum of Understanding conflicts with state or federal laws, statutes, regulations, or ordinances then the Executive Board of the ETSU Foundation shall have authority to designate an appropriate use for the endowment and funds that closely approximates the original intent of the Donor. All change(s) shall be related as closely as possible to the original purpose of the Memorandum of Understanding. In all events, the fund shall retain the name of the “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scholarship Endowment” and shall continue to generate funds. Initial determination for necessity of changes will be made by the Director of Development for the respective department or college as related to or referenced in this Memorandum of Understanding.

**EXPENDITURES**

Expenditures must be approved by:

Account Manager: (***Could be Dean, Chair, Director, etc. Please specify***)

Dean,

President/CEO, ETSU Foundation

This agreement supersedes any previous agreement, written or oral.

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Donor’s Signature Date

Donor’s Contact Information

**SIGNATURES**

**APPROVED:**

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Senior Vice President for Academics Date

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President/CEO of ETSU Foundation Date

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Chief Financial Officer of ETSU Foundation Date

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Chairman of the Board, ETSU Foundation Date

cc: ETSU Foundation Accounting

ETSU Scholarship Office