BENTON COMMUNITY FOUNDATION

Scholarship Deferment Policy

INTRODUCTION

Benton Community Foundation (BCF) is committed to honoring the intent of our scholarship fund donors. Most donors intend that a scholarship award (or awards) will be made annually from their fund. In keeping with the intent of our scholarship fund donors, BCF generally requires that all scholarships be paid to the student's account in the year of award.

POLICY

BCF recognizes that there may be exigent circumstances, such as personal health issues, military deployment or a family medical emergency, when a request for deferral of a scholarship award is appropriate. A student may apply for a deferral of their scholarship award by following the procedure outlined below.

Scholarship Deferment Requests ***will not be granted if***:

- The student is eligible to reapply for the scholarship at such time as the student is ready for enrollment;
- The award is made from a fund where the agreement expressly prohibits deferment;
- The basis for the Scholarship Deferment Request will continue longer than one year, or length of military deployment, military service, or military training;
- The basis for the Scholarship Deferment Request is for the student to take a "gap year."

CONDITIONS FOR DEFERMENT

A. **PERSONAL HEALTH ISSUES.**
Please attach a letter from your medical provider documenting that you are currently unable to attend school due to medical, physical, or mental illness, injury, or disability issues. The letter should include an anticipated date when your medical provider will release you to pursue your education.

B. **FAMILY MEDICAL EMERGENCY.**
Please attach a letter from a medical provider documenting the family medical emergency. The letter should include an anticipated date when you will be able to pursue your education.

C. **MILITARY DEPLOYMENT.**
Please attach a letter from your commanding officer documenting the date of your deployment or training and the date of your anticipated return.

D. **EXTRAORDINARY ADVERSE CHANGE IN FINANCIAL/LIFE CIRCUMSTANCES**.
Scholarships may be deferred due to extraordinary adverse changes in their financial or life circumstances. Please include a personal statement detailing your current situation and the reason for requesting a deferment.

E. **FORCE MAJEURE.**
Scholarships may be deferred due to societal disruptions or circumstances beyond your reasonable control. Such disruptions and circumstances include, but are not limited to acts of God, riots, acts of war, epidemics or pandemics, or natural disasters such as fires, earthquakes, or tornados. Please include a personal statement detailing your current situation and the reason for requesting a deferment.

PROCEDURE

A. The student must complete the Scholarship Deferment Request Form attached as Schedule A. The completed form (together with applicable documentation) must be submitted to the BCF Scholarship Manager ***BEFORE*** the deadline for submitting proof of enrollment listed in the Award Letter.

B. For the first three deferment conditions: personal health issues, family medical emergencies, or military deployment, the decision to accept or reject the deferral request shall be made by staff.

C. For the last two deferment conditions: changes in financial/life circumstances and force majeure, decisions to accept or reject the deferral request will be made by BCF's Grants and Scholarship Committee.

D. If a deferral is denied by Staff or BCF's Grants and Scholarship Committee, the student has the option to:
    1. Attend school as anticipated and receive the scholarship in the year awarded;
    2. Forfeit the scholarship; or
    3. Appeal the decision to BCF's Board of Directors.

E. If the request for deferral is approved, the student must remain in contact with the BCF Scholarship Manager regarding status of their enrollment. In the event proof of enrollment has not been provided to the Scholarship Manager on or before the anniversary of the date the deferment was approved, the student shall forfeit his/her scholarship award and the monies shall be returned to the appropriate fund.

Approved by the Board of Directors on April 17, 2017
Reviewed and approved by the Board of Directors on March 14. 2024
Approved by the Board of Directors on March 19, 2026
Scheduled for review in 2028

BENTON COMMUNITY FOUNDATION

Scholarship Deferment Request Form

Last Name:	First Name:
Address:	Cell Phone:
City/Zip Code:	Home Phone:
Email Address:	
Institution Attending:	
How long are you requesting to defer the scholarship award?	

Request Name of scholarship(s) to be deferred	**Academic Period for Which Deferment is (Fall/Winter/Spring/All Year)**
1. _____	_____
2. _____	_____
3. _____	_____

Please circle one deferment reason as the basis for this request.

Personal Health Issues Family Medical Emergency Military Deployment

Extraordinary Adverse Change in Financial/Life Circumstances Force Majeure

Definitions of each deferment conditions are below.

YOU MUST ATTACH THE REQUESTED DOCUMENTATION TO THIS FORM FOR YOUR REQUEST TO BE PROCESSED. This includes any required or optional personal statement, no more than one page in length.

If my request for deferral is approved, I acknowledge that it is my responsibility to remain in contact with the BCF Scholarship Manager regarding status of my enrollment. In the event proof of enrollment has not been provided to the Scholarship Manager on or before **September 15th of the following academic year**, I acknowledge that I shall forfeit the scholarship award and the monies shall be returned to the appropriate fund.

Printed Name: _____

Signature:_____ Date: _____

The completed form (together with applicable documentation)
must be submitted to the Scholarship Manager
BEFORE the deadline for submitting proof of enrollment listed in the Award Letter.
Send to:

Via email: louiseannette@bcfgives.org
Via mail: Benton Community Foundation, PO Box 911 Corvallis, OR 97330

Deferment Condition	Example	Documentation	Amount of Time Deferment is Permitted
Personal Health Issues	Student recovering from a surgery, accident, or illness.	Required: Deferment Request Form, and a letter from your medical provider documenting that you are currently unable to attend school due to physical or mental health issues. The letter should include an anticipated date when your medical provider will release you to pursue your education. Optional: a personal statement detailing your current situation.	Up to 12 months from the time a student would have otherwise enrolled in classes.
Family Medical Emergency	A member of the student's family is experiencing a medical emergency.	Required: Deferment Request Form, and a letter from a medical provider documenting that you are currently unable to attend school due to a family medical emergency. The letter should include an anticipated date when your medical provider will release you to pursue your education. Optional: a personal statement detailing your current situation.	Up to 12 months from the time a student would have otherwise enrolled in classes.
Military Deployment	Student in the Military who is called to Active Duty, service, or training.	Required: Deferment Request Form and document from your Commanding Officer documenting the date of deployment or training and the date of your anticipated return. Optional: a personal statement detailing your current situation.	Up to 12 months or length of the deployment or service from the time a student would have otherwise enrolled in classes.
Extraordinary Adverse Change in Financial/Life Circumstances	Student or Student's parent(s) suffering job loss since time of application. Death of a spouse or family member.	Required: Deferment Request Form and a personal statement detailing your current situation.	Up to 12 months from the time a student would have otherwise enrolled in classes.
Force Majeure	Acts beyond your control such as a natural disaster, acts of war, etc.	Required: Deferment Request Form and a personal statement detailing your current situation and the reason you are requesting a deferment.	Up to 12 months from the time a student would have otherwise enrolled in classes.