

SCHOLAR HANDBOOK

Maisin Scholar Award Program Policies



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About the San Francisco Education Fund

Mission

The San Francisco Education Fund harnesses the power of the community to equip every public school student with the skills to succeed in college, career and civic responsibility. We analyze data to target resources where they are needed most, engage volunteers in classrooms and provide grants to educators, to build a bright future for our City and its young people.

About the Maisin Scholar Award

The Maisin Scholar Award is a program of the San Francisco Education Fund, and helps students overcome the financial obstacles that stand in between them and their pursuits of higher education.

We believe every young person has unlimited potential to succeed when they are amply supported and provided equal access to opportunity. Understanding that education is pertinent to achieving one's goals, Maisin Scholars are students who clearly demonstrate their commitment to their education and have articulated their pathway to realize their dreams.

The Maisin Scholar Award aims to offer support when there may be none, open doors when they may seem closed, and help to remove obstacles that may stand in the way of youth achieving their academic and career goals. We provide:

- Financial Support
- Academic and Career Counseling
- Internships and professional development opportunities
- Encouragement and direction
- Community and peer support

Scholarship Details

The Maisin Scholar Award is an **academic scholarship** that is renewable annually for up to four years. Funds are distributed directly to the educational institution you will attend at the beginning of each semester or quarter. The funds may be used at a community college, a four-year college or university, an accredited vocational school, or for a certificate of training. The scholarship expires the fifth academic year after your first scholarship disbursement.

You are **required to renew your scholarship each year** by the **second week of July**, and in some cases, each semester (*detailed renewal instructions are on pages 9-12*).

- Students attending a community college or vocational school will receive \$1,500 annually for up to four years, renewable each semester.

Total Scholarship: **\$6,000**

- Students attending a 4-year school will receive \$2,000 annually for up to four years.

Total Scholarship: **\$8,000**

Your scholarship will be divided equally between semesters or quarters. This means that half of your award will be disbursed to your school in the fall and half in the spring semester, or one third each quarter.

You must be enrolled in a minimum of 9 credits/units each academic term to receive the full scholarship amount. The scholarship is applied first to tuition and student fees. Any surplus that remains after the Add/Drop period is issued to the student for his/her other college-related expenses. **No surplus is issued to students enrolled in less than 9 credits/units.**

Expectations of Maisin Scholars

Be enrolled in a post-secondary institution.

- You must be enrolled in a post-secondary institution by the fall academic semester after you receive the Maisin Scholar Award, or your scholarship may be rescinded.
- If you are not enrolled in a post-secondary institution for two consecutive academic years while in our program, your scholarship may be rescinded.
- Each term that you do not renew or officially defer your scholarship, you forfeit your disbursement for those term(s) (see renewal instructions on pages 9-12).

Maintain good academic standing and communication.

- You must maintain a minimum term and cumulative GPA of 2.0 or higher, and with no repeated D's, F's or W's. If you do not, you will be placed on academic probation and receive a partial scholarship disbursement. If after two semesters your GPA remains below the minimum requirements, your scholarship will be placed on hold until the above requirements are met. Note, however, that you must continue to renew your scholarship to maintain scholarship eligibility. Failure to do so will make you ineligible to receive future disbursements. **Supplemental Award recipients** must maintain a minimum of a 2.5 GPA. All the other stipulations above apply.
- Students at local (commuter) colleges are expected to attend our cohort meetings, which are designed to provide an additional layer of support and build solidarity.
- You are expected to respond promptly to our correspondence and check in when requested by our staff, as well as update us immediately should your enrollment or academic status change.

Academic Probation

When you are placed on Academic Probation, your scholarship is in jeopardy.

- You will receive half (50%) of your scholarship disbursement.
- You will receive 2 check-in's during the semester (Early & Mid-term) to identify and troubleshoot any challenges.
- You will need to submit a Spring Renewal application with an unofficial transcript and class schedule for the upcoming semester/quarter.
- We can assist you in creating an academic recovery plan to work through your challenges. You must then stick to this plan.

If you do not improve your academic standing and remain on academic probation for more than two semesters, your scholarship will be placed on hold until your grades return to the required minimum.

Stay updated on and connected to the program.

- Read the newsletter. **M²M** = Maisin to Maisin newsletters are emailed to our scholars bimonthly. You are expected to read the newsletters to keep you updated concerning vital information sent about renewal application deadlines, policy changes, internship opportunities, and other helpful resources that will benefit you as a college student and aspiring professional.
- Volunteer and support the program. We host many events and workshops throughout the year and rely on scholars for volunteers. It's important to support the program, and volunteering is a great way to both give back to the program as well as network with professionals and fellow scholars. Contact us to learn how to get involved.

Grounds for Loss of Scholarship

Your scholarship can be rescinded if you do not:

- Enroll in school for more than one year. If you plan on taking a leave of absence from school, you must seek official approval from the Program Manager to remain eligible for future disbursements.
- Renew your scholarship according to your scholarship type.
- Maintain a 2.0 GPA (or 2.5 if you are a Supplemental Award recipient).
- Check in with your Maisin advisor when requested to.
- Adhere to program policies and protocols.

MISSED CHECK-IN APPOINTMENT PENALTIES:

Students who miss more than one appointment will be assessed a “Missed Appointment” penalty fee. **You are allowed to miss and reschedule ONE appointment.** If you miss more than one appointment your scholarship will be deducted the following semester by \$50 for each missed appointment thereafter.

At least 24-hour notice for the first missed appointment is necessary, and a make-up appointment can be made at that time. If you have an emergency that precludes you from calling 24 hours in advance you will be required to provide documentation to verify your emergency.

We are invested in your success and respect your time, and ask that you respect our time by honoring your appointment.

Initial Disbursement

To receive your initial disbursement, you must meet the requirements outlined below.

Community College Scholars

- Attend required scholar events, including the Award Ceremony, Orientation, and Transition to College Workshop.
- Submit the following documents at Orientation:
 1. Enrollment verification
 2. Your college student identification number (SID#)
 3. FAFSA SAR & your institution's financial aid summary
 4. Course registration appointment date and time
 5. Copy of placement test scores
 6. Class schedule (if applicable)
 7. Proof of college orientation attendance
 8. Copy of college issued education plan (if you have already met with a counselor)
- Meet with the Education Advisor to create an Education Plan.

Four-Year Scholars and Supplemental Award Scholars

- Attend required scholar events, including the Award Ceremony, Orientation, and Transition to College Workshop.
- Submit the following documents at Orientation:
 1. Copy of acceptance letter
 2. Your college student identification number (SID#)
 3. FAFSA SAR & your institution financial aid summary

All scholars must also have their picture taken at Orientation for our records.

Renewing your Maisin Scholar Award

Four-Year Students

You are required to renew your scholarship annually by the second week of July each year (each semester if you are a Supplemental Award recipient). When you have completed your spring semester, and grades have been posted to your records, you will need to send us your:

- 1. Renewal Form:** You must fill out the Renewal Form completely (must be typed, with hand signature). If you will be attending a new school, indicate this change in the required field. Your award check will be sent to the institution that you designate on this form.
- 2. Essay:** Write a 750-word, double-spaced reflection describing your educational experiences over the past year. Include your major, what you enjoy about school, challenges you have overcome, and areas that you feel you can improve in. Describe how the Maisin Scholar Award Program has made a difference in your education.
- 3. Official Transcript:** Obtain a copy of your official transcript, available from your institution's registrar or website. The transcript must be sealed and should be sent directly from your institution to our office.
 - *If you are a four-year student on academic probation after the Annual Renewal period, you will receive only part of your disbursement and will be required to renew your scholarship at the end of the fall semester for your spring disbursement.*
- 4. Financial Aid Award Summary:** This can usually be found online on your institution's student portal, or by speaking with your financial aid office.

Mail the entire renewal packet in one envelope or bring it to:

*San Francisco Education Fund
Maisin Scholar Award
2730 Bryant Street, 2nd Floor
San Francisco, CA 94110*

NO faxes and emails accepted.

If we receive your completed Renewal Packet by the second week of July, we guarantee that the scholarship check will be sent to your institution by the first week in August provided you meet our program requirements.

Allow 7-10 days for your financial aid office to process your scholarship check. It may take up to 30 days for larger institutions.

All renewal packets received after the second week in July, **if approved**, will have disbursement checks issued at our discretion.

REMEMBER: RENEW YOUR SCHOLARSHIP ON TIME!!

Community College Students

You are required to renew your scholarship after each semester.

Fall Semester Renewal

- You must schedule a counseling session with the Maisin Education Advisor during the month of June and complete all required steps.
- Follow the procedures for four-year students (listed on page 9) and submit all required documents by the second week of July, **during** your counseling session.
- Deadline to complete renewal requirements and submit the application for the Fall is the second Friday of July each year.

Spring Semester Renewal

- Make an appointment to see the Education Advisor in the month of January.
- Provide a copy of any updated plans, notes, or other documentation discussed during your meeting with the Education Advisor.
- Provide class schedule for spring semester.
- Provide an unofficial transcript that includes your fall semester grades.
- Deadline to complete renewal requirements and submit the application for the Spring is January 31, **during** your counseling session.

In addition to the above requirements, check-ins are required each semester (see page 7).

Pending timely submission of renewal packets, spring disbursements will be mailed to institutions by the end of February.

Supplemental Award Recipients

You must renew each semester (or two quarters if on the quarter system) and fulfill the following conditions:

Fall Semester Renewal

- In addition to the materials required for four-year students (listed on page 9), submit an up-to-date professional picture of yourself, as well as a sample of your **graded** work, for example, a copy of a graded academic paper more than 2 pages in length, or a PowerPoint presentation you have done with a one page summary or media/video illustration.
- Deadline to complete renewal requirements and submit the application for the fall is the second Friday of July each year.

Spring Semester Renewal

- Same protocol as the Fall Renewal, except we do not need an updated picture, and we accept unofficial transcripts documenting grades earned in the previous term.
- Deadline to complete renewal requirements and submit the application for the Spring is January 31.

In addition to the above requirements, Early and Mid-term Check-ins are required each semester (see page 7).

Pending timely submission of renewal packets, spring disbursements will be mailed to institutions by the end of February.

Transferring Schools

If you transfer schools before any academic term, you must notify us as soon as possible and submit a **Transfer of School Form**, which can be found on our website.

You will be required to do the following:

- Inform your current institution of your intent to transfer and have them return any remaining funds to our organization as soon as possible.
- Complete a Transfer of School Form. Email the form, your admissions letter and class schedule, which includes your student identification number, to our office: info@maisinscholars.org.
- Once we receive the refund (if applicable) from your former institution, we will issue a check to your new institution as indicated on your Transfer of School form.

Transferring from a Four-Year to Two-Year Institution

If you transfer from a four-year college to a two-year college, your annual scholarship amount will be **reduced to \$1,500** (renewable by semester) until you return to a four-year institution. If you transfer back to a four-year college after transferring from a two-year college, you will not be eligible for the Incentive Scholarship Award (see “Special Scholarships” on page 14).

To be eligible for continued disbursement, you will need to meet with the Education Advisor for assessment and to create an Education Plan.

Transferring from a Two-Year to Four-Year Institution

If you transfer from a community college to a four-year institution, depending on the timing, you will need to follow one of these procedures:

- If you are transferring during the fall semester (or Annual Renewal) period, indicate your plans to transfer on the Renewal Form and follow normal renewal procedures.
- If you are transferring between the fall and the spring semesters, follow the steps in the “Transferring Schools” section (page 13).
- If you are transferring from a two-year college to a four-year college within three years, you are eligible for the **Incentive Scholarship Award** (see page 15).

Special Scholarships for Maisin Scholars

Maisin Supplemental Award

Supplemental Award recipients are selected each summer from four-year students who have completed their first year of college. Supplemental Award recipients receive double the scholarship of four-year scholars, are held to a higher level of academic scrutiny, and must complete our volunteer or internship requirement.

Maisin Scholars who engage with our program often and make the most of their freshmen year in college, both in their academics and extracurricular activities, are more likely to be considered for this scholarship.

You cannot apply for this award and will be contacted by our staff if you are being considered for this scholarship.

Incentive Scholarship Award

If you transfer from a community college to a four-year institution, you may be eligible for a one-time double scholarship in the fall semester of the year you transfer. If you are approved for this award, your total scholarship for that year will be \$3,000. Only students who transfer within their first three years of being in our program are eligible to receive this award.

Emergency Assistance

Emergency funds are available to assist with the cost of books and tuition. To apply for these funds, you must complete and submit an **Emergency Assistance Request Form** found on our website and provide proof of financial need. Scholars can only make one type of request per academic term (either for books or tuition). Requests are reviewed on a rolling basis and approved based on availability of funds and level of demonstrated need.

Extensions

Scholars who have completed all four years with the Maisin Scholar Award Program and will be graduating after 4 1/2 to 5 years can apply for a scholarship extension (either one semester or one year). Submit the following documentation:

- Annual Renewal Application
- Official Transcript indicating good academic standing
- Letter from Department Head/Advisor indicating graduation timeline
- Graduation plan (completed classes and remaining required classes)
- Class schedule

*Subject to available funds and timely submission of all documents. Extension funding is **NOT** guaranteed.*

The Maisin Honor Award

This award is given to a Maisin Scholar who has successfully graduated college and is continuing on to, or currently enrolled in, graduate school. The criteria for selection are:

- Persistence in overcoming life obstacles
- Academic achievement
- Demonstrated commitment to community improvement

This scholarship is a one-time award of **\$4,000**. The application period is from **December 15 to February 15** annually. Honor Award recipients must attend and give the Scholar Address at the Maisin Scholar Award Ceremony, held in San Francisco annually in May.

Internships and Externships

As a Maisin Scholar, you have the support of the Maisin staff and our community partners. Through several of these community partners, we are able to offer you the opportunity to complete various internships and externships. Taking even an unpaid internship is a worthwhile endeavor and can open the door to a paid internship, or even an employment opportunity.

The Maisin Scholar Award facilitates an internship program designed for our scholars looking to develop professional skills and build their resumes. These internship opportunities will provide on-the-job training for students who are interested in administrative, youth development, health, technical and other industry careers. In order to be considered for an internship, you will need to:

- Be in good academic standing with the Maisin Program
- Provide a current resume and cover letter
- Provide a copy of your unofficial transcript
- Be prepared to interview for the position in question

These opportunities are open to Maisin Scholars who have been with our program for at least one year. The number of academic internships available varies by semester and is at the discretion of the Maisin Scholar Award.

For more details and information about the specific internships available, be sure to read the M²M newsletters, or email our office at info@maisinscholars.org with “Internships” in the subject line.

Thank You Cards

We highly encourage you to send thank you cards or a letter of appreciation to the Maisin Foundation. Our funders enjoy hearing about your success. These notes also encourage the foundation to increase future funding. You can mail letters to our office and we will forward them to the Maisin Foundation.

Updating your Contact Information

You are expected to update your contact information with our office in the event of any changes to your name, e-mail address, home phone, cell phone, home address or campus/institution information. Not keeping your contact information updated can significantly delay your scholarship disbursements, and our ability to communicate with you effectively.

Email us at info@maisinscholars.org to update your contact information, using the subject line: “UPDATE CONTACT INFO”.

Frequently Asked Questions

Will I receive a check at my home address or will I need to make special arrangements to receive my Maisin scholarship?

All scholarship checks are sent to the educational institution you indicate on your renewal applications (or on the form submitted at Orientation for initial disbursements). It is important that you update this information if it changes to prevent any delays in receiving your scholarship.

How will Maisin contact me?

We primarily use email to communicate with you. If we are unsuccessful, we will call your cell followed by your home phone. For some matters, we may resort to sending you a letter in the mail. As such, please keep your contact information up to date.

How will I know when it is time to renew my scholarship?

Reminders will be sent by email and through our M²M newsletters when it is time to renew. Note that renewal seasons are the same each year. Annual (fall semester) Renewals are due the 2nd week of July and Spring (spring semester) Renewals for community college, Supplemental Award recipients, and students on academic probation are due January 31.

If I need to take time off from school, will I lose my scholarship?

If you have circumstances that prevent you from being enrolled in school, please contact us immediately to discuss your options (see page 7 for policy on Grounds for Loss of Scholarship).

What if my school is on the quarter system?

Our renewal and disbursement periods follow a semester schedule. In other words, scholarship checks only go out twice a year. However, we send instructions to your school along with the scholarship check to distribute your scholarship evenly across each academic term, so that students on the quarter system receive three disbursements. We still highly advise that you double check with your institution's financial aid office each term to verify this.

I am a community college student and I know what classes to take. Do I have to meet with the Maisin Education Advisor?

All community college students are **required** to meet with the Education Advisor. During these sessions, you will review any education plans that you have to make to ensure you on the best track to graduate or transfer. You will also explore career and transfer options in greater detail during these meetings.

If I am a four-year college student and need support, who do I contact?

The College Success Coordinator is the main point of contact for Maisin Scholars attending four-year institutions. In addition to addressing your program-related concerns, the College Success Coordinator can provide academic and professional guidance.

Are there events throughout the year that I am required to attend for the Maisin Scholar Award?

You will be notified of any events that the Maisin Program hosts throughout the year. The M²M newsletters will also outline community events that Maisin encourages you to take part in.

If I have used all of my funding, what Maisin resources are still available to me?

If you have used all of your Maisin scholarship funds, there are still several ways to benefit from engaging with our program. You are still eligible to:

- **Receive** one on one education and career counseling from our Education Advisor.
- **Apply** for emergency textbook & tuition funding (*You are not guaranteed approval, but will be considered based on availability of funds as well as your academic status if you submitted a full renewal packet to provide updated information about your progress*).
- **Apply** for a scholarship extension. You are not guaranteed approval, but will be considered based on three criteria: 1) if you can provide documentation from your department dean that you are on track to graduate in the fall or spring semester of the year you are requesting an extension for; 2) are in good academic standing; 3) submit an Annual Renewal for the year you are requesting an extension. Your request may be denied, partially approved, or fully approved, depending on the above criteria and available funding.
- **Apply** for an internship. We offer various internships within the Maisin program, as well as with partnering organizations. Check our website and newsletters for additional information.
- **Take part** in community and program workshops, seminars and conferences.
- **Receive** letters of reference and recommendations.
- **Receive** M²M newsletters.

What should I do when it is time to graduate or transfer?

When you have met all the graduation requirements at your institution, let us know by submitting proof of degree completion. We would also appreciate you sharing with us your plans for after college. Be sure to update your contact information so that you can be formally recognized by Maisin. If you are transferring from a two-year to a four-year institution, be sure to meet with the Education Advisor prior to transferring.

Contact Us

Program Manager: (415) 695-5400 Ext. 3007

Education Advisor: (415) 695-5400 Ext. 3016

College Success Coordinator: (415) 695-5400 Ext. 3023

Fax: (415) 695-5401

E-mail: info@maisinscholars.org

Mail: San Francisco Education Fund
Maisin Scholar Award
2730 Bryant Street, 2nd Floor
San Francisco, CA 94110



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