

Alpha Phi Foundation  
Merit-Based/Need-Based Scholarship Selection Process Outline

Section 1: Rules

Applications for merit-based and need-based scholarships must be postmarked on or before the application deadline printed on the respective application forms. Applications postmarked after the application deadline will not be considered.

A maximum of one applicant will be awarded per scholarship (merit-based, need-based). Scholarships do not have to be awarded should the Phase 2 committee determine that no applicant has demonstrated that he or she is worthy of being awarded the scholarship (Section 2; Subsection B). Once a scholarship is awarded, the scholarship committee may revoke the award if the Phase 2 committee determines that the applicant has violated the scholarship application's certification section. After scholarship funds have been disbursed, applicants are subject to reimbursing part or all of the scholarship funds awarded if the scholarship committee determines, within reason, that the applicant has violated the scholarship application's certification section.

Section 2: Selection Process

The selection process for the merit-based and need based scholarship will consist of two phases respectively.

*Subsection A: Phase 1 Committee*

A committee consisting of the Chapter President, Vice-President of House and Alumni Relations and one additional Alpha Phi Foundation board member will review all scholarship applications submitted to the Foundation. The Phase 1 Committee will choose the top three merit-based scholarship application and the top three need-based scholarship applications. The top three applications for each scholarship respectively will be forwarded to the Phase 2 Committee for final selection (described in Subsection B: Phase 2 Committee). If there are fewer than three applicants for either scholarship, applications will be automatically forwarded to the Phase 2 Committee for final selection.

*Subsection B; Phase 2 Committee*

This committee will consist of all Alpha Phi Foundation board members. Applications forwarded from the Phase 1 Committee will be sent to all board members for their review and discussion. The Phase 2 Committee will discuss the applications and select a winner for each scholarship during a meeting of the Foundation board. The Phase 2 Committee will select, by majority vote, a winner of the merit-based and need-based scholarship respectively. A member of the Alpha Phi Foundation board will announce the scholarship winner at a meeting of the chapter.