

# **Metals Service Center Institute Scholarship Guidelines**

During its May 2004 meeting, the MSCI Executive Board acted to provide an opportunity for MSCI Chapters to have their annual scholarships matched by the MSCI national organization. Chapter scholarships may be matched up to a maximum of \$7,500 per Chapter per year. To receive these matches, scholarship programs must be open to all employees of MSCI member companies in good standing and their children and these guidelines should be followed.

## Scholarship Guidelines

### I. Purpose and Administration

- a. The purpose of the Chapter Scholarship Fund is to give financial aid to employees or children of employees of member companies as they seek to obtain post-secondary education.
- b. This aid will be given regardless of any other sources of scholarships or financial means to the individual, and is not subject to any pre-determined academic achievements or qualifications.
- c. The Chapter Scholarship Fund will be administered by the Chapter Scholarship Committee which will be composed of at least three Chapter board members. The Scholarship Committee will annually recommend to and obtain Board approval for all scholarships given.

### II. Eligibility

- a. For an individual to be eligible for a scholarship, he or she must be an employee or a child of an employee of an MSCI member company in good standing.
- b. Children of Scholarship Committee and chapter board members are not eligible. Any other action that could be perceived as “self-dealing” is also not permitted.
- c. Applicants must be accepted to and maintain full-time status (Chapters may expand this to include part-time students) at an accredited institution of higher learning. Full-time status is defined as maintaining 12 semester hours or the equivalent. An accredited institution will be a four year school, two year school, trade school, or any equivalent academic institution approved by the Scholarship Committee.
- d. All recipients must maintain at least a \_\_\_ average and be progressing towards a degree to be eligible to maintain their scholarship status. (Chapters may or may not add this prerequisite).

- e. Scholarships may be granted for one year or multiple years. An individual who is not maintaining good academic status as defined in II. d. above may not be eligible for further scholarships until these requirements are met.

### III. Funds Available

- a. Funds may be raised through annual fund raising events and other solicitations.
- b. Generally, regular chapter funds will not be used to support scholarship grants. (this is at the discretion of individual Chapters)
- c. The annual amount of and number of scholarships to be given will be decided at the sole discretion of the Scholarship Committee. It is not imperative that a certain number of scholarships be given in any year.
- d. Matching funds are available from the national MSCI organization up to \$7,500 per year per chapter.
- e. Scholarship checks will be made payable to the student recipient and the university.

### IV. Use of Scholarship Funds

- a. The scholarship funds granted to any individual can be used at his or her discretion. The intent of the scholarship is for the funds to go towards tuition, room and board, books, and other costs of attending the school.

### V. Applying for a Scholarship

- a. The Scholarship Committee must establish a process to receive and process applications for scholarships that is free from any perception of bias and maintains the confidentiality of the applicants. The deadlines applicable to this process and the awarding of the scholarships must be widely publicized to encourage participation.
- b. Applicants must re-apply and be approved each year for their individual scholarship.