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Hagan Scholarship Foundation

Scholarship Particulars

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1. Overview

The Hagan Scholarship is a hand-up, not a hand-out — it is earned each semester by fulfilling all scholarship responsibilities in a timely manner, by the submittal deadline.

All scholarship responsibilities belong to the recipient — good time management skills, prioritization of responsibilities, learning to say no to excessive demands on your time and good study habits are essential to minimize stress and retain your scholarship.

HSF uses two sophisticated service providers — one for email and one for online forms — that can confirm email delivery, when emails were opened, when links were clicked, when forms are accessed and updated, when documents are uploaded, and the completion status. HSF can determine which application was used to complete a Form, and the IP Address of the user. Forms completed in Mac Preview, a browser, or Google Docs can be identified. Decisions regarding submittal issues are made based on information provided by these services, not on recipient statements alone.

Portal Access & Required Reading. When provided portal access, carefully review the Required Reading documents. Most questions recipients ask are answered in those documents. HSF will not answer questions that can be found on the Portal Homepage or in Required Reading documents. You must stay current with Portal Homepage information, including Submittal Deadlines, and provisions contained in this document

Earning the Scholarship. To keep the scholarship, you must fulfill the scholarship criteria, including: 1) meeting semester submittal deadlines, 2) meeting the required GPA, 3) earning the

required number of credit hours, 4) fulfilling workshop responsibilities, and 5) work 240 hours of compensated non-family employment prior to September 1. First-year recipients who do not work 240 hours from January 1 to September 1 will not lose their scholarship; but will not be eligible for a fall semester disbursement.

Document Management. Create a Hagan Scholarship folder and keep copies of all HSF documents — HSF does not provide copies of submitted documents.

2. Communication & Required Email Subject Line Information

HSF communicates with recipients only, not parents or other parties, to avoid miscommunication. All HSF communications are conducted by email only using the address you provided — maintain a valid personal email address, set your spam settings to accept HSF emails, ensure your mailbox is not full, and do not forward HSF emails. If a forwarded email is unsubscribed by the recipient, you will also be unsubscribed and will no longer receive HSF emails.

The subject line information for all emails to HSF must follow this format: First your HSFID, followed by your Last Name, comma, First Name, hyphen, Subject Matter:

Example: 8765 Smith, John — Transcript

Emails received without the required subject-line information are a low priority and may not be answered. All emails on the same subject must be a continuation of the original email chain. Do Not send a new email regarding the same subject matter, HSF will not research prior emails to provide an informed answer.

3. Disbursements

To be eligible to receive a disbursement, you must provide a complete semester submittal by the submittal deadline. A complete semester submittal is required each semester to maintain your scholarship, regardless of whether you have financial need for that semester. If you are not eligible for a disbursement due to other scholarships or free financial aid, you will not lose your scholarship or other benefits, provided a complete semester submittal is still made by the deadline.

If you need funding before receiving an HSF disbursement, move forward as if you did not have a Hagan Scholarship — HSF disbursements can be used to repay educational loans.

4. Waivers, Deferments, & Gap Years

To be fair to all recipients, HSF will not make exceptions to the scholarship criteria or submittal deadlines other than an approved waiver or deferment as described below.

Requests for a semester waiver or extension must be received and approved by HSF prior to a submittal deadline — requests received after a deadline will not be considered. Deferments are limited to one semester. This applies to all non-semester deferment requests, regardless of reason (medical, VISA, or other). All deferment requests must be submitted and approved prior to the deferment taking effect. During the deferment period, recipients must continue meeting all scholarship responsibilities, including all required semester submittals. Each submittal made during a deferment period must include a copy of the email approving the deferment.

A deferment is not a "gap semester" when determining eligibility. Failure to be continuously enrolled, such as taking a gap semester or gap year, will result in forfeiture of the scholarship.

5. Room & Board

If you live off campus, you will be eligible for room and board based on the school's published cost for a double occupancy room and average dining plan. The school's published cost of attendance is used for all disbursement calculations. Living on campus your first semester is not

a requirement but is strongly encouraged to fully benefit from the college experience. If you live with family, you will not be eligible for funding for room and board.

6. Employment & Income Verification

To be eligible for a fall semester disbursement, you must complete 240 hours of regularly scheduled employment performed under supervision for compensation, working for a non-family business — work must be completed from January 1 to September 1. Employment can be full-time, part-time, or a combination of both.

First-year recipients who do not complete 240 hours by September 1 will not lose their scholarship but will not be eligible for a fall semester disbursement; they will, however, be eligible for a spring semester disbursement. After your first year, failure to meet the 240-hour work requirement will result in forfeiture.

HSF will provide a form to confirm employment information, hours worked, compensation, and hourly pay. If your pay stub shows YTD total compensation and hourly wage, provide your first and last pay stubs — you can determine hours worked by dividing total compensation by the hourly rate. Hours worked during paid internships may be included when determining your total hours.

7. GPA & Earned Credit Hour Requirements — Undergraduate

You must achieve a 3.0 GPA each semester and maintain a cumulative GPA (CGPA) of 3.25 or higher after your first semester to avoid forfeiture. To be eligible for a disbursement, you must earn at least 14 GPA credit hours in the fall semester and 30 GPA credit hours combined in the fall and spring semesters. To avoid forfeiture, you must earn at least 12 GPA credit hours in the fall semester and 28 GPA credit hours in the fall and spring semesters combined.

At least one-half of your required credit hours each semester must come from seated, face-to-face on-campus or hybrid courses. Recipients in their final semester may enroll for fewer credit hours if they will receive their degree upon completion but must still meet the minimum credit requirement to be eligible for a disbursement.

All GPA and credit hour decisions are based on Official Grade Transcript information only, with no exceptions. If your school is not on a traditional two-semester academic year, HSF will convert your credits and GPA accordingly. Failure to meet any of these requirements will result in forfeiture of your scholarship.

8. Transcripts & Documentation

All decisions regarding credit hours, GPA, and CGPA are based solely on your Official Grade Transcript from the institution you attend as a full-time student — Academic Records or any other substitute are not acceptable. HSF will process only one transcript. Your transcript must show earned credits and grades for the most recently completed semester. Only credit hours earned as a Hagan Scholar and shown on your Official Transcript can be counted toward your eligibility.

If your school is not on a two-semester academic year, your school's Registrar must complete an HSF Registrar Credit Conversion Form converting your earned credit hours and GPA to the two-semester equivalent. This form is mandatory and must accompany every Official Grade Transcript submitted to HSF — failure to include it will result in your transcript being considered incomplete. Contact HSF if you have not received this form.

9. Submittal Notifications, Links, Accessing Forms & Deadlines

You will be notified by email two weeks prior to each submittal deadline and provided with a submittal link — one reminder is sent automatically to recipients who do not open the email, but no additional reminders are provided. Deadlines will not be extended due to non-receipt of an

HSF email. Contact HSF immediately if you have not received your notification email and submittal link ten days prior to a posted deadline.

You must click on the link emailed to you and create a new username and password to access each online form.

Start preparing your submittal as soon as you are notified, since it may take several days to gather all required information. You have one opportunity each semester to provide your submittal — submittals will not be reprocessed under any circumstances. A Confirmation and Reference Number will appear on your screen after a successful upload.

Submittal deadlines are posted on the Portal Homepage. It is your responsibility to stay current with all posted deadlines.

10. Completing Forms & Signatures

- All Forms must be completed using the free Adobe Acrobat Reader desktop app, available for both Windows and Mac computers. Only the downloaded Adobe Reader app supports Form calculations. Do not use Mac Preview, a web browser, or Google Docs to complete Forms — these will not calculate correctly and may not save your entries. After completing and saving a Form, reopen the saved PDF and confirm all fields display correctly before submitting. Forms not completed using the free Adobe Acrobat Reader, or completed by hand, will result in not being eligible for a disbursement.
- Typing your name is not a signature. All forms requiring a signature must have an electronic or handwritten signature. An electronic signature can be created using the free Adobe Acrobat Reader, or you can upload an image of your signature. Forms without a valid signature will result in not being eligible for a disbursement.

11. Submittal Deficiencies & Penalties

Submittals WILL NOT be reprocessed. Deficiencies cannot be corrected after the deadline. Double-check all information for completeness and accuracy before submitting. To avoid loss of your disbursement – and unnecessary rework for HSF – take a few minutes to confirm that you have no conspicuous deficiencies.

One or more of the following conspicuous deficiencies will result in not being eligible for a disbursement, regardless of the dollar amount. If a submittal has several deficiencies, the scholarship will be forfeited:

- Not providing your correct HSFID when completing forms.
- Not completing forms using the free Adobe Acrobat Reader desktop app.
  Forms completed by non-recipients such as school officials may be completed by hand.
- Not completing a form as instructed.
- Not signing the required form – see 9. Completing Forms & Signatures.
- Not following popup instructions next to field names.
- Not providing clear, scanned copies of original documents.
- Not providing the required document.
- Not assembling documents as instructed.
- Not titling the submittal PDF correctly.

All submittal documents must be assembled, scanned and saved as a single Adobe PDF. Each PDF must be titled as follows: first your HSFID, then Last Name, underscore, First Name, underscore, Subject Matter. **Example:** 8000 Smith_John_Fall26 Semester Submittal

After processing your submittal, you will receive one of four notifications: 1) disbursement amount being mailed to your institution; 2) a submittal deficiency resulting in being ineligible for

a disbursement; 3) no financial need but continuing eligibility for a future disbursement; or 4) forfeiture of the scholarship due to non-compliance. You will be notified of deficiencies so you can correct them in future submittals.

12. School Confirmations Form

Disbursement amounts are determined after processing semester submittal information, not before. On the School Confirmations Form, the school must confirm your: 1) Total Cost of Attendance, including tuition and fees, cost of a double occupancy room and average cost dining plan, books and supplies, and published cost for transportation and personal expenses; 2) Total Financial Aid, including all scholarships, awards, grants, and work study for the current semester; excluding loans and financial aid that require repayment; and, 3) One-half of your FAFSA SAI (Student Aid Index). The SAI is used to determine your disbursement amount — parents are not required to pay the SAI. If your FAFSA SAI is incorrect, it is your responsibility to have it corrected before your submittal.

It is the recipient's responsibility to confirm that school provided information is complete and accurate.

Having no financial need for one semester will not affect future semester eligibility, Essential Funds for college, HSF Schwab Account gains, or Study Abroad.

13. Semester Disbursement Amount, When Made & School Disbursement

The Hagan Scholarship is a Last Dollar Scholarship. HSF will determine your disbursement using submittal information. The scholarship can provide up to $7,500 per semester for up to eight consecutive semesters. Fall semester disbursements are typically mailed by November 1 and spring semester disbursements by April 1.

Institutions must disburse HSF funds received in this exact order: 1) to pay the Total Cost of Attendance, less Total Financial Aid (which excludes loans) and one-half of the student's FAFSA SAI (for recipients living off campus, this includes disbursing funds for room and board, personal, and transportation costs directly to the recipient); 2) to pay educational debt incurred for the current semester only; 3) any remaining funds must be returned to HSF.

HSF funds cannot be used to reduce, replace, or offset other financial aid, scholarships, awards, or grants awarded to the recipient. Excess funds cannot be carried forward to a future semester. The student will not receive returned funds.

HSF is managed by its policies, not the policies of others. If a school’s policy or federal policy prohibits the disbursement of funds in accordance with HSF Disbursement Terms, the institution must write the allowable dollar amount on the check that can be disbursed and return the check to HSF. HSF will then issue a second check for that amount. If the student has no financial need, the institution must write “No Financial Need” on the check and return it to HSF.

If the institution is unable or unwilling to disburse HSF funds in accordance with the above HSF disbursement terms, the funds must be returned to HSF which will result in no disbursement being made to the recipient for that semester.

The Hagan Scholarship cannot be used in conjunction with another last dollar scholarship. Disbursement eligibility ends when your Official Transcript shows 140 earned credit hours or when you graduate, whichever comes first.

Essential Funds. First-year recipients receive $1,000 to purchase essential items for college under the Essential Funds Agreement. List receipts totaling at least $1,000 on the List of Expenditures Form and include it with your Fall Semester Submittal. **Any part of the $1,000 not confirmed by receipts will be deducted from your first eligible scholarship disbursement(s), without further notice, until repaid in full.**

14. Disbursement Checks & Replacement Checks

All disbursement checks are mailed directly to your institution. Wait twenty (20) days after the check issue date before contacting HSF if a check has not been received — it is not unusual for USPS delivery to take a few weeks. To be eligible for a replacement check, you must notify HSF no later than thirty (30) days after the check issue date. HSF will not process requests received more than thirty days after the check issue date.

HSF bulk processes disbursement and replacement checks. After thirty days of the check issue date, HSF will process a second bulk mailing for lost checks, returned checks, or adjusted check amounts. Replacement checks are typically mailed within sixty (60) days of the original check issue date. **This is the only replacement check HSF will issue for that semester.**

15. Personal Schwab Account & HSF Schwab Account

Your Personal Schwab Account and all assets in it belong to you. Only you can access it, and you can continue using it after graduation. The HSF Schwab Account and all assets in it are owned by HSF, and you will manage it. When your Award Year Class graduates, HSF will close the HSF Schwab Account, and recipients who graduated from college while in the Hagan Scholarship Program and have fulfilled all scholarship and Schwab account responsibilities will receive all gains up to $10,000 in their Personal Schwab Account by December 31 of the graduation year. Gains received must be reported as taxable income in the year received.

You will have one opportunity each year to provide a Schwab submittal. Failure to provide it by the deadline posted on the Portal Homepage will result in forfeiture of the scholarship and of any gains in the HSF Schwab Account. A submittal with deficiencies will make you ineligible to receive funds to invest. You may only purchase stock, and only after receiving HSF approval; you may not sell stock.

International students are not required to open a Personal Schwab Account and will not manage an HSF Schwab Account but will participate in an investment workshop to learn how to build long-term financial security.

16. Second Year On-Site Workshop

The mandatory second-year workshop, for recipients who have completed their first year of college as a Hagan Scholar will be held on-site at the Omaha Convention Center located in Omaha, NE in late July to minimize interference with internships, study abroad or employment. HSF will provide funds to help offset the cost of travel and lodging. Failure to attend will result in forfeiture of the scholarship.

The workshop dates will be posted on the Portal Homepage by January 1 each year. Employers will typically allow two days off work so a recipient can attend the workshop with advance notice. It is the recipient's responsibility to make all necessary travel and lodging arrangements when notified. Only recipients can attend the workshop.

If you have a documented emergency preventing attendance, contact HSF immediately and request a waiver prior to the workshop. If a waiver is provided your scholarship will not be forfeited. We do not provide makeup workshops.

17. Four Year or Less Graduation Requirement

You must always maintain a four-year or less graduation schedule to keep your scholarship. Majors can be changed at any time provided your four-year graduation schedule is maintained.

Recipients who graduate in fewer than four years will continue to fulfill scholarship responsibilities — including semester submittals and managing their HSF Schwab Account —

until their Award Year Class graduates. Early graduates will continue to receive scholarship benefits including workshop participation, HSF Schwab Account gains, Study Abroad, and graduation awards. And you may apply for a Graduate Scholarship during the last semester of your Award Year graduating class.

18. Graduate Scholarship

The Hagan Graduate Scholarship is intended for Hagan Scholars in the award year graduating class who have graduated from, or will graduate from, college while in the Hagan Scholarship Program.

You will have one opportunity to apply for a graduate scholarship. After the award year graduating class spring semester disbursements are processed, eligible recipients who have achieved a 3.75 CGPA and earned 100 or more credit hours are notified and provided with a link to the Graduate Scholarship Application. Contact HSF immediately if you do not receive this link. The submittal deadline is June 15.

You must enroll as a full-time graduate student at an eligible institution in the upcoming fall semester. If you graduated from college early (in fewer than eight semesters) and have already started graduate school, you can still apply for a graduate scholarship if you have continued to provide semester submittals.

The application must include a Graduation Plan prepared by the institution and signed by the Department Chair specifying: the intended degree, schedule of required courses and credit hours by semester, number of semesters to graduate, and anticipated graduation date.

At least one-half of all earned credit hours each semester must come from on-campus or hybrid courses. A complete copy of your Official Transcript showing your Awarded Degree must be included as part of your submittal, or written confirmation from the institution that you will graduate prior to fall semester enrollment, using a form provided by HSF.

To maintain the Graduate Scholarship, you must:

- Achieve a 3.25 GPA each semester.
- Maintain a 3.50 CGPA after the first semester.
- Maintain the approved graduation schedule.
- Complete 240 hours of work from January 1 to September 1 prior to the start of each fall semester.
- Provide an annual progress report.
- Meet all submittal deadlines.

The Graduate Scholarship can provide up to $7,500 per semester for up to four additional consecutive fall and spring semesters, or $30,000.