



Alexander M. and June L. Maisin Foundation
of the Jewish Community Federation and Endowment Fund

Scholar Handbook

Maisin Scholar Award
Program Policies

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A Message From Mrs. Brunswick

Dear Maisin Scholar,

Congratulations on your achievements! You have taken the first step toward a successful future by committing to further your education. The Maisin Scholar Award Program can help you realize your dreams and achieve your goals.

Since the first Maisin Scholar Award was granted, in 2001, millions of dollars have been awarded to graduating students from the San Francisco Unified School District. Our mission is to offer support when there may be none, open doors that may seem closed, and help remove obstacles that may stand in the way of realizing your dreams. You can help carry out our mission by pursuing a path that brings you opportunity, challenge, and a sense of fulfillment.

This handbook contains comprehensive information about how to maintain your scholarship. You will be able to refer to it for answers and information about policies and requirements over the coming years.

We are very proud of you and pledge our support of you in pursuit of your dreams.



**Mrs. S. Y. Brunswick, Director
Maisin Scholar Award Program
San Francisco School Alliance**



About The Maisin Scholar Award

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.

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 8-10 of this handbook.*)

- Students attending a 2-year 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**

- Supplemental Award Students will receive \$4,000 annually for up to four years, renewable each semester.

Total Scholarship: **\$16,000**

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 9 credits 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 expenses. No surplus is issued to students enrolled in less than 9 credits.

Expectations of Maisin Scholars

Be enrolled in a post-secondary institution.

- You are required to be enrolled in a post-secondary institution by the end of the fall academic semester after you receive the Maisin Scholar Award, or your scholarship may be rescinded.
- If during the course of your college career you are not enrolled in a post-secondary institution for two consecutive academic years, your scholarship may be rescinded.
- Each semester that you do not renew or officially defer your scholarship, you forfeit your disbursement for that term (*see renewal instructions on pages 8-10*).

Maintain good academic standing.

- Maisin Scholars are expected to maintain a minimum GPA of 2.0 or higher, with no repeated D's, F's or W's. If your GPA drops below the minimum GPA requirements, you will initially be placed on **academic probation**, with a partial disbursement. If after two semesters your GPA remains below the minimum requirements, your scholarship will be placed on hold until your grades meet the above requirements. However, you must continue to renew your scholarship to remain eligible to receive your scholarship once requirements are met. Failure to do so will make you ineligible to receive future disbursements.
- **Supplemental Award recipients** must maintain a minimum of a 2.5 GPA. The above stipulations apply.

- Regardless of your GPA, if you have repeated D's, F's and W's, you will be placed on academic probation at our discretion and/or become ineligible for scholarship disbursements.

Academic Probation

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

- We can assist you in creating an academic recovery plan to work through your challenges. You must then stick to this plan.
- You will be required to check-in regularly.

If you do not improve your academic standing and remain on academic probation for more than two semesters, your scholarship may be placed on hold or rescinded.

Stay updated on and connected to the program.

- Read the newsletter. **M²M**= Maisin to Maisin newsletters are emailed to our scholars bi-monthly. 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 help. Contact our office with your availability.

Grounds for Loss of Scholarship

Your scholarship can be rescinded if you do not:

- Maintain a 2.0 GPA (or 2.5 if you are a Supplemental Award recipient)
- 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 Director to remain eligible for future disbursements.)
- Renew your scholarship according to your scholarship level.
- See an academic counselor when required.
- Adhere to program policies and protocols.

MISSED 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, so we want to help you maintain good standing with the Maisin Program. If you are struggling in school, let us know so that we can help!

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 and Orientation.
- Submit the following documents at Orientation:
 1. Enrollment verification
 2. Your college student identification number (SID#)
 3. FAFSA printout & Institution Award 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 Education Plan.

Four-Year Scholars and Supplemental Award Scholars

- Attend required scholar events, including the Award Ceremony and Orientation.
- Submit the following documents at Orientation:
 1. Copy of acceptance letter
 2. Your college student identification number (SID#)
 3. FAFSA printout & Institution Award 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 (unless you are a Supplemental Award recipient, then each semester). 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). 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 essay describing your educational experiences over the past year. Include your major, what you enjoy about school, challenges you have overcome, and areas that you can improve. Describe how the Maisin Scholar Award Program has made a difference in your education.

3. **Official Transcripts:** Obtain a copy of your official transcripts, available from your institution's registrar, or can be requested through your institution's website.

- *If you are a four year student on academic probation after the summer 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.*

Mail the entire renewal packet in one envelope to:

*Maisin Scholar Award Program
San Francisco School Alliance
131 Steuart Street, Suite 501
San Francisco, CA 94105*

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.

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 submitted after the second week in July, **if approved**, will have disbursement checks issued at our leisure.

If Renewal Packets are submitted after August 1st, your renewal will be declined and no disbursement issued for the entire academic year, unless approved by the Program Director.

PLEASE RENEW YOUR SCHOLARSHIP ON TIME!!

Community College Students

You are required to renew your scholarship after each semester. See specific renewal requirements below.

Fall Semester Renewals:

- You must schedule a counseling session with the Maisin Education Advisor during the month of June and complete all requirements.
- Follow the procedures for four-year students (*listed on page 8*) and submit all required documents by the second week of July, **after** your counseling session.

Spring Semester Renewals:

- Make an appointment to see the Maisin Education Advisor in the month of January.
- Provide a copy of any updated plans, notes, or other documentation discussed during your meeting with the Maisin Education Advisor.
- Provide enrollment verification and/or class schedule for spring semester, whichever applies.
- Provide unofficial transcripts including your fall semester grades.

In addition to the above requirements, mid-term check-ins are required each semester (see page 6).

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

Transferring Schools

If you transfer schools in the middle of a semester or between the fall and spring semesters, you must notify Maisin staff 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 the San Francisco School Alliance 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 of transfer as indicated on your Transfer of School form.

Transferring from a Four-Year to Two-Year

If you transfer from a four-year college to a two-year college, your scholarship 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”* section).

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 Two-Year to Four-Year

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 normal Fall Semester 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 semester, follow the steps in the “Transferring Schools” section (*page 11*).
- If you are transferring from a two-year college to a four-year college within four years (*or if you officially deferred your scholarship it could be up to five ½ years*) you may be eligible for the **Incentive Scholarship Award** (see “*Special Scholarships*” section).

Special Scholarships for Maisin Scholars

Maisin Supplemental Award

Supplemental Award recipients are selected each year from the original 75 scholarship winners and receive double the scholarship of four-year scholars (you cannot apply for this award). Supplemental Award recipients are held to a higher level of academic scrutiny: must attend a four-year institution and maintain a 2.5 G.P.A.

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.

Emergency Assistance

Emergency funds are available to assist with the cost of books and tuition. Scholars can only make one type of request at a time (either for books or tuition). To apply for these funds, you must complete and submit an **Emergency Assistance Request Form** found on our website. Requests are reviewed on a rolling basis.

Extensions

Scholars who have completed all four years with the Maisin Scholar Award Program and will be graduating after 4 1/2 - 5 years can apply for an 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

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's obstacles
- Academic achievement
- Demonstrated commitment to continued community improvement

This scholarship is a one-time award of \$3,000. The application period is from January 1 to February 15, annually. Honor Award recipients must attend and give the Scholar Address at the Maisin Scholar Award Ceremony, held annually in May, in San Francisco.

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 Program 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 transcripts for review
- Be prepared to interview for the position in question

These opportunities are available to current college students and Maisin Scholars who have graduated from college with three years of completion. The number of academic internships available varies by semester and is at the discretion of the Maisin Scholar Award Program.

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

Thank You Cards

It is a good idea to send thank you cards or a letter of appreciation to the Maisin Foundation. The funders enjoy hearing about your successes. 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 cause significant delays in receipt of your scholarship disbursements, and our ability to communicate with you effectively.

To update your contact information, send e-mails to info@maisinscholars.org. In the subject line type the following: 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 scholarship from Maisin?

All scholarship checks are sent to the 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 disbursements.

How will the Maisin staff contact me?

If the Maisin staff needs to contact you, depending on the circumstance, we will first attempt to reach you by email. If we are unsuccessful, we will call your cell phone followed by your home phone. Finally, we will send home a letter in the mail. Please keep your contact information up to date. Also let us know if you have Facebook or Twitter as we use these avenues to send out information to scholars as well.



Scholars learn great information at a financial aid workshop.

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

Reminders will be sent when it is time to renew by email. Reminders can also be found in the M²M newsletter. Note that renewal seasons are the same each year. Annual (Fall) semester renewals are due the 2nd week of July and (Spring) semester renewals for community college, Supplemental Award recipients, and four year students on academic probation are due the 1st week of February.

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 the Maisin staff immediately to discuss your options. (*see page 6 for policy on Grounds for Loss of Scholarship*)

I am a Community College student and I know what classes I need 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 this session you will review any education plans that you have to make to ensure you are set up for success and on an efficient track to graduate or transfer. You will also explore career and transfer options in greater detail during these meetings.

A scholar attends a counseling session with the Education Advisor.



If I am a four-year college student and need a little extra support, can I utilize the services of the Education Advisor?

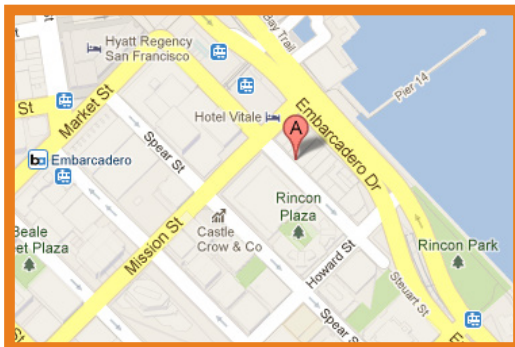
Absolutely! The Education Advisor is a resource for all Maisin scholars. (See *contact information at end of booklet to get in contact with the Education Advisor directly.*)

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

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.

How do I get to the Maisin office?

Our offices are near the Embarcadero at 131 Steuart Street, Suite 501, San Francisco, CA, 94105. When you arrive to the building, you will need to check in at the front desk and take the elevator to the 5th floor. **PLEASE NOTE!** If you are visiting the office, we highly recommend you take public transit; do NOT drive. Parking downtown is extremely difficult and very expensive. We are located close to numerous MUNI stops, as well as the Embarcadero BART station.



If I have used all of my funding, what Maisin resources am I still entitled to?

If you have used all of your Maisin scholarship funds there are still several ways to benefit from the program resources. You are still eligible to:

- **Receive** one on one education and career counseling from our full time education advisor
- **Apply** for emergency textbook & tuition funding (*You are not guaranteed approval, but will be considered based on availability of funds, and 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 major 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) provide a full renewal packet for the year you are requesting an extension. Your request could be fully denied, partially approved, or fully approved, depending on the above criteria and available funding.
- **Take part** in community and program workshops, seminars and conferences
- **Receive** letters of references and recommendations
- **Receive** M²M newsletter

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

When you have met all of the requirements to graduate from your institution, be sure to let the Maisin staff know by submitting proof of degree completion and any plans after college. Be sure to update your contact information, so that you can be formally recognized. If you are transferring from a two-year to a four-year be sure to meet with the Education Advisor prior to transferring.



Contact Us

General Program Support: (415) 857-9654

Education Advisor: (415) 857-9655

Program Director: (415) 857-9688

Fax: (415) 857-9699

E-mail: info@maisinscholars.org

Mail: Maisin Scholar Award Program
San Francisco School Alliance
131 Steuart Street, Suite 501
San Francisco, CA 94105



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