



## **Purpose:**

The purpose of the Abandoned Funds and Deferral Policy is to ensure that the Public Education Foundation (PEF) and our donors are clear about how PEF utilizes funds donated to help students pursue their dreams of attending college and/or vocational school, including when students ask for deferrals and when funds are abandoned. This policy is in addition to other policies and procedures on file for the Public Education Foundation.

## **Scope:**

This policy applies to:

- Donors or partners who establish a fund at the PEF with the expectation that PEF will create and administer the oversight of one-year or multiyear scholarships.
  - “Administration” of scholarships typically includes advertising scholarship opportunities, recruiting student applicants, developing a selection process, screening student applicants, selecting student recipients, monitoring that students enroll in postsecondary school, ensuring students maintain all scholarship criteria, as well as accepting, disbursing and monitoring scholarship funds.
- Students who receive PEF scholarships and request a one- or two-year deferral to utilize their funds;
- Students who receive PEF scholarships and fail to utilize the funds.

## **Donor abandonment of funds**

At the beginning of each scholarship cycle, PEF staff reach out to our donors to ask if they want to continue offering their scholarship and/or make changes to the scholarship criteria. Scholarships are not offered when donors do not respond to this annual engagement.

In the case when donors do not respond to PEF staff and have unencumbered funds in their account: PEF will consider funds “abandoned” when a scholarship donor has not been active and/or responded to contact from PEF staff for one (1) year.\*

Prior to labeling funds as “abandoned”, PEF staff will make two (2) contact attempts per calendar year utilizing all available contact information provided by the donor (email, phone and/or mailing address).

If there has been no directives or communication from the donor after one calendar year and two (2) contact attempts, the “abandoned” funds will be deposited into the Scholarships Plus Administrative Account and used to fund the administration of the Scholarships Plus program.

*\*Abandoned funds policy does not apply to Clark County School District schools that sponsor scholarships.*

### **Student deferral of funds**

Students may defer acceptance of their scholarships for one year if they are experiencing major financial difficulties, problems with financial aid, or family problems that prevent them from attending school. Deferrals also may be granted to students who have been deferred to their program of choice. Requests must be made to and approved by PEF staff.

Students may defer their scholarship for up to two years for mission work.

In their annual Letter of Intent, donors can request that PEF contact them and gain permission before granting student deferments.

### **Student abandonment of funds**

At times, students who receive PEF scholarships fail to respond to PEF staff to claim their scholarship funds. PEF will consider scholarship funds “abandoned” when they have been unclaimed by a student for one semester and the student has not responded to contact from PEF. Prior to being labeled as abandoned, PEF staff will send at least one email to the student, make at least one phone call to the student, and also make at least one phone call to the parent/guardian detailing that the funds have not been claimed and must be used for their intended purpose.

PEF staff will work with the donor to reallocate funds that are “abandoned” by students.

EFFECTIVE January 1, 2024