

SCHOLARSHIP FUND POLICY

The Down Syndrome Guild (DSGSEMI) of Southeast Michigan has established a scholarship fund to aid our members in meeting certain financial obligations in selected areas of interest and concern. Although our budget does not allow DSGSEMI to provide full funding in any one category, the goal is to provide some funding for as many families as possible in the selected areas.

DSGSEMI is excited to initiate this new benefit for it's members. We realize we cannot make a dramatic impact in funding the needs of our members, but we hope we can at least make a difference.

We would greatly appreciate your response and input on this scholarship fund. And any recommendations you may have concerning how it could better serve our members.

Applications for funding can be found at membership meetings, in new parent packets or by visiting our website at www.dsgsemi.org.

Commencing June 1, 2008, funding will be available in the following three areas:

1. EDUCATION

Seminars
Conferences
Educational equipment

2. MEDICAL SERVICES

Treatment (i.e. M.D., D.O., D.D.S.)
Equipment
Therapy
Private/home care (not respite)

3. RECREATION

Camps
Athletics
Equipment

To qualify for the available funding, an applicant must be a current member of DSGSEMI and reside in southeast Michigan. Only one application may be submitted per quarter of each year in any one of the three categories. Funding will be available on a first come first serve basis. Once the funding has been exhausted, no additional funding will be available until the following year, contingent on available proceeds. Priority will be given to those applicants who have not applied and received proceeds earlier in the year. Consideration will also be given to whether an applicant is receiving funding from other sources for the particular request. No prepayment of

funds will be allowed. Payment will be in the form of either reimbursement, with proof of payment being submitted to the scholarship committee, or proceeds being forwarded directly to the provider of the item or service being purchased.

Each specific area will have additional conditions which are as follows:

EDUCATION: Information will need to be provided to the scholarship fund committee concerning the item to be purchased or the conference or seminar to be attended. Payment for a conference or seminar will be made in the name of the conference sponsor and forwarded to the applicant, at which point the applicant will be responsible for sending in the money and registration.

If the conference/seminar is canceled or the proceeds are otherwise refunded, the proceeds would be returned to DSGSEMI.

Upon request, the applicant would need to provide documentation or explanations of the items to be purchased, or the conference/seminars to be attended and how they assist the individual with Down syndrome within the applicant's family.

Proceeds available for educational purposes will be limited to \$200.00 per family, per year.

MEDICAL SERVICES: Funding will not be available for the payment of insurance premiums. Upon request, documentation or medical records would need to be submitted to the scholarship fund committee explaining the type of treatment, care or equipment being requested, and its relationship to assisting the applicant with Down syndrome.

The application will request insurance information to ascertain the type of insurance carried, type of payment required by the applicant, and whether the applicant is receiving funding from other sources.

Proceeds for medical services will be limited to \$200.00 per family, per year.

RECREATION: Upon request, documentation will need to be submitted to the scholarship fund committee providing information on the item to be purchased or the activity to be attended. Additionally, an explanation will be requested as to how the proposed funding would assist or benefit the applicant with Down syndrome.

Proceeds for recreational purposes will be limited to \$200.00 per family, per year.

DOWN SYNDROME GUILD (DSG) OF SOUTHEAST MICHIGAN
SCHOLARSHIP FUND APPLICATION

DATE SUBMITTED: _____

APPLICANT'S NAME: _____

AGE: _____

PARENT OR LEGAL GUARDIAN OF APPLICANT (IF APPLICABLE) _____

ADDRESS: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

E-MAIL ADDRESS: _____ (IF AVAILABLE)

DSGSEMI MEMBERSHIP CURRENT? YES or NO _____ (CIRCLE ONE)

CATEGORY OF FUNDING BEING REQUESTED: _____
(EDUCATION, MEDICAL SERVICES OR RECREATION)

ITEMS/SERVICES REQUESTED BY APPLICANT: _____

ESTIMATED AMOUNT/COST FOR ITEMS/SERVICES REQUESTED: \$ _____

(REMINDER. DSGSEMI DOES NOT PAY THE APPLICANT DIRECTLY BUT IF APPROVED WILL EITHER REIMBURSE THE APPLICANT OR WILL FORWARD ANY APPROVED FUNDS DIRECTLY TO THE PROVIDER)

PLEASE PROVIDE BRIEF DETAILS ON HOW YOUR REQUEST WILL BENEFIT YOUR FAMILY MEMBER WITH DOWN SYNDROME: _____

DATE BY WHICH FUNDS ARE NEEDED: _____

OTHER RESOURCES OF SECURING FUNDS EXPLORED BY FAMILY: _____

Have you applied for DSGSEMI scholarship funding since June 1, 2008?. Yes _____ No _____

If Yes, in what month was the request made? _____

FOR MEDICAL SERVICES ONLY:

Is there insurance available? _____ . If so, what
Type (i.e., HMO, Medicaid, PPO) _____

If insurance is available, what is your out of pocket expense per visit or procedure? _____

What is the anticipated amount of out of pocket expenses for this request _____

NOTE: Please attach a receipt to this application and submit along with this packet to the address below:

Applicant Signature

Applicant Signature

Please submit application to: Down Syndrome Guild (DSGSEMI) of Southeast Michigan
Attn: Scholarship Committee
29688 Telegraph Road, Suite 200
Southfield, MI 48034
Fax: 248-327-6227

SCHOLARSHIP FUND POLICY

On May 20, 2008 the Down Syndrome Guild (DSGSEMI) of Southeast Michigan Board approved the following Scholarship Fund policy. Unless amended as outlined below, the previous Scholarship Fund provisions remain in full force and effect. The amendments are as follows:

a. The Scholarship Committee shall consider requests for Kinder Music or music therapy as a medical request from this day forward. These types of requests will not be considered educational or recreational in the future.

b. Applications need to be received by the 25th of the month preceding the next scheduled scholarship meeting for the application to be considered.

c. The decisions of the scholarship committee concerning applications are final.

d. Any application for scholarship funds must have a specific benefit to the individual with Down syndrome. Requests for ordinary, customary or normal expenses, costs or expenditures will be denied unless the applicant can provide a specific reason or explanation as to how the purchase provides a specific and unique benefit to the individual with Down syndrome. Applications which request funding for normal expenses, or are considered luxury type items for the whole family (i.e. trampolines) will not meet this criteria unless the committee is provided with a specific benefit which aids or assists the individual with Down syndrome.

SCHOLARSHIP FUND POLICY

On May 20, 2008, the Down Syndrome Guild (DSGSEMI) of Southeast Michigan board approved the following scholarship fund policy. Unless amended as outlined below, the previous scholarship fund policy provisions remain in full force and effect. The amendments are as follows:

A member may apply for scholarship funds for expenses they incurred prior to the present quarter, or anticipate incurring in future quarters.

a.) Only one application may be submitted in one of the selected categories per quarter.

b.) An application is considered received upon the post marked date on the envelope, or the date e-mailed, faxed or delivered.

TRUST ASSISTANCE SCHOLARSHIP POLICY

The Down Syndrome Guild (DSGSEMI) of Southeast Michigan has created funding to assist DSGSEMI members in paying for trust costs and expenses as outlined below. This funding shall commence and be available as of June 1, 2008. The rules and regulations for trust assistance funding are as follows:

In order for an individual to qualify for trust funding assistance the following criteria must be met:

1. The applicant must be a current member of the Down Syndrome Guild of Southeast Michigan for more than one year and reside in Southeast Michigan..
2. An application must be completed by the member outlining their need for trust assistance funding.
3. Funding shall be for the development, creation or completion of a special needs trust, regular trust or estate planning for an individual with Down syndrome, or his or her family, if said trust or estate plan is being created to directly and specifically benefit the individual with Down syndrome. Applications may not be made to request funds to deposit into the trust.
4. Funding will be approved if fees or costs have been incurred in the past 60 days from when the application is submitted or will be incurred within the next six months of when the application is submitted. No applications will be approved for fees or costs incurred prior to June 1, 2008.
5. For the calendar year 2008 the DSGSEMI Board of Directors has approved funding for trust assistance in the aggregate amount of \$3,000.00. An applicant may receive up to \$300.00 per application. (a total of 10 applications may be submitted)
6. An applicant may only submit one application per calendar year for trust assistance. An incomplete or improper application will not be considered as an application which has been rejected. However, if an application has been rejected, the applicant may not reapply for trust assistance funding for the remainder of the year. Decisions of the committee are final.
7. If an applicant applies for medical, recreational or educational funding. this shall have no bearing on the eligibility to receive trust assistance funding. Priority will be given to those who have never received DSGSEMI trust assistance funding in the past.
8. In the event that funding has not been exhausted during a calendar year, the scholarship committee may exercise their discretion in allowing past applicants to reapply during the same calendar year. However, the scholarship committee is under

no obligation to allow applicants to reapply, even if the allotted proceeds have not been exhausted.

At the beginning of each calendar year the DSGSEMI Board of Directors will approve a specific amount of funding for this program as part of their overall budget.

Applications will be considered by the scholarship committee during their monthly meeting, which typically is the first Monday of each month, unless that day falls on a holiday, in which event the applications will typically be reviewed the following Monday. Applications must be submitted to the scholarship committee one week prior to scheduled committee meeting. (check newsletter and web for updates/changes)..

Any funds not exhausted by the end of any calendar year shall revert back to the general DSGSEMI fund.

Approved applications will result in payments being made directly to the provider of the applicable trust. In the event that payment has already been made to the provider, the applicant must provide a receipt verifying payment, in which case the approved funds will be reimbursed to the applicant.

The trust assistance fund may not be used for other legal expenses outside of the above referenced trusts. Requests for funding for civil, criminal, juvenile, domestic, family law or probate legal expenses will be denied.

**DOWN SYNDROME GUILD (DSGSEMI) OF SOUTHEAST MICHIGAN
HIGHER EDUCATION/COLLEGE FUNDING POLICY**

The Down Syndrome Guild (DSGSEMI) of Southeast Michigan , through the scholarship committee, will commence a separate fund for financing higher education/college students who are interested in becoming teachers. This funding will be available effective June 1, 2008. The funding will be administered through the scholarship committee pursuant to the following guidelines:

QUALIFICATIONS:

1. Must have completed high school or an equivalent program.
2. Must have completed at least 24 credit hours of education beyond high school at an institution that offers a teaching program. The applicant must submit a transcript verifying the completion of the 24 credit hours and be enrolled in an accredited teaching program.
3. Must present a letter of recommendation from a member of DSGSEMI nominating the applicant for said funding.
4. Must complete the appropriate application and submit it to the scholarship committee by the appropriate cut off dates as listed below.
5. Must submit, with the application, a letter addressing how the applicant's future education would make a positive difference or impact for a child with Down syndrome.

CRITERIA FOR GRANTING HIGHER EDUCATION/COLLEGE FUNDING:

1. The applicant will not be permitted to attend the scholarship committee meeting when their application will be considered. As such, it is important that the application be legible, and contain all of the information the applicant would like the committee to consider. Incomplete applications will only be acted on if the committee agrees there is enough information to make a decision.
2. In the event of multiple, acceptable applications, a random drawing will be performed by DSGSEMI's Board of Directors to decide who will receive funding.
3. Decisions of the committee are final.
4. For 2008 a total of \$2,000.00 shall be budgeted for this fund. Each approved applicant may receive up to \$500.00 for one school year. Up to two applications may be approved in July and November of each year.
5. The committee will meet at least two times each calendar year as follows:
 - a. The first review of applications will occur during the July scholarship committee meeting. Applications for this review must be received by June 25k.

The second set of applications each year will be reviewed in November. Applications for this review must be received by October 25th. Approved funds must be used within four months of approval.

6. If an applicant is not awarded funding, his or her application will be retained by the scholarship committee for a twelve month period. For future consideration, the applicant must confirm his or her continued interest for funding and attendance at an applicable college.

7. Only one approved application for any individual will be considered during a twelve month period. Late or incomplete applications will not be viewed as being considered pursuant to this rule.

8. Priority will be given to those who have never received DSGSEMI higher education/college funding.

9. Priority will be given to those applicants who have a viable plan for acquiring the necessary funding for the rest of their educational expenses, and in completing their degree in the teaching field.

10. For the year 2008 and beyond, the DSGSEMI Board of Directors may approve specific funding for this program. Funding will be reflected in the Board's annual budget. Also, the scholarship committee shall set the amount each applicant may receive on a yearly basis. The scholarship committee is not required to exhaust all proceeds allocated to this higher education/college fund. Proceeds not exhausted in any calendar year shall revert to DSGSEMI's general fund.

11. If an applicant is awarded proceeds, the scholarship committee shall forward said proceeds to the applicant's college or university. The funds will not be forwarded to the applicant to be spent as the applicant sees fit. Rather, the funds are to be used to fund the applicants expenses in the form of tuition or fees. In the event proceeds are forwarded to a college or university and subsequently the applicant withdraws from the program, all refunds shall be returned to DSGSEMI.