

Elks National Foundation Scholarship Guidelines

On behalf of the Elks National Foundation, once again, congratulations on being an ENF scholarship recipient! You have joined the ranks of many outstanding and accomplished Elks scholars.

The following information contains everything you need to know about your scholarship award. Read it carefully.

If you choose not to accept the scholarship, please contact us in writing to decline the scholarship. If you are accepting the scholarship, you do not need to contact us. The scholarship becomes final when you enroll full-time in an accredited U.S. college/university.

Account Information

- Save your ScholarWeb user name and password. You will use it throughout your undergraduate career to access and manage your Elks National Foundation scholarship.

Verification of Enrollment Form

- You must send us a Verification of Enrollment Form to initiate your annual scholarship payment. Please note that you must do this each year you're expecting a payment, not just your first year.
- A Verification of Enrollment Form will be available for download on ScholarWeb starting in July of each year.
- The Verification of Enrollment Form must be completed by school officials at the U.S. college or university you are attending. NOTE: It is your responsibility to follow through with school personnel to ensure that the Verification of Enrollment Form is filled out correctly and submitted to our office. We are not responsible for incorrect information received from outside sources.
- The complete Verification of Enrollment Form must be emailed to Vform@elks.org or mailed to the ENF Scholarship Office in Chicago at the address below.
- We will not accept incomplete Verification of Enrollment Forms, forms that indicate pre-enrollment, or forms that are faxed to our office. If your school has its own official Verification of Enrollment Form, we will accept that in lieu of our form as long as the form confirms that you're enrolled as a full-time student. Please ensure that your school's official Verification of Enrollment Form includes your student ID number and full name. Please also make sure to include your ENF ID and scholarship type when submitting the form.
- **July 1, 2022 is the earliest date we can accept Verification of Enrollment Forms for the 2022-23 academic year**, and the deadline for submitting your form is March 31, 2023. If we do not receive your form by March 31, we will not be able to send your annual scholarship payment.
- From August through December, payments typically take six weeks to be processed from the date we receive a student's Verification of Enrollment Form. Use ScholarWeb to [track the progress of your scholarship disbursement](#).

Academic Requirement

- The ENF requires that scholars maintain a cumulative grade point average of at least 2.0.
- The ENF reserves the right to request a copy of your complete school transcript. This request would need to be fulfilled in order to receive further scholarship payments.

Scholarship Payment Requirements

- You must be enrolled in school on a full-time basis (a minimum of 12 semester hours or the equivalent).
- In order to initiate your scholarship payment annually, you must submit a Verification of Enrollment Form as per the directions above. Scholarship payments will not be disbursed until our office receives your complete Verification of Enrollment Form.
- Upon receipt of the Verification of Enrollment Form, we will send a check payable to the school to establish credit in your name. Do not count on these funds to pay fees due before August 1. During our busy season (August through December), please allow up to six weeks for your payment to be issued. We will notify you by email when we mail the check.
- Your scholarship is meant to be distributed equally over your four years of undergrad. We instruct your school to appropriate the scholarship payment equally over each semester, trimester, quarter, etc.
- ENF checks must be payable directly to the school. **We will not, under any circumstances, make checks payable to the student.**
- This scholarship may be used for your cost of attendance, as determined by your college or university. This may include tuition, on-campus room and board, books and fees, laptop/technology purchases, summer or winter classes and study abroad programs that are through U.S. institutions. [Your scholarship may be taxable](#), so check with your financial advisor. Please contact the ENF if you have questions about the use of your scholarship award.

Extenuating Circumstances

- If you leave school for any reason, the undisbursed balance of the scholarship must be returned directly to the Foundation's Chicago office. It may not be transferred to another school, and it may not be paid to you personally.
- If you transfer from one school to another during the school year, you must notify school officials that the unused balance of your scholarship must be returned to our office. The school may not transfer the money to another school. Contact our office and we will issue you another Verification of Enrollment form to present to your new school. We will not issue a second check until we receive the refund and the new form.

- If you accelerate your program to finish in less than four academic years, please write to advise us. It might be possible to accelerate your final award payment.
- If you are participating in a co-op program, contact us to inform us of your schedule.
- If there are any other circumstances that preclude your accepting this scholarship for the current academic year, please contact us so that we may consider your special situation.

Elks Scholar Code of Conduct

By accepting this scholarship, you agree to be a representative of and an ambassador for the BPO Elks and Elks National Foundation, including:

- Upholding the principles of laws, order and morality supported by the Benevolent and Protective Order of Elks of the USA and the Elks National Foundation.
- Reflecting integrity, maturity and moral character in actions and rhetoric.
- Understanding that the strength of our Scholar program comes from the diversity of its students. Hateful, bigoted or prejudicial actions or rhetoric regarding race, gender, sexuality, creed, national origin, disability, etc. in any form are unacceptable and will not be tolerated.
- The Foundation reserves the right to rescind scholarship funds if a scholar is found to be in violation of this code of conduct.

Other Guidelines

- Use [ScholarWeb](#) to keep us up-to-date should your email or permanent mailing address change during the year.
- The Elks National Foundation reserves the right to cancel your award, in total, if we do not hear from you for two consecutive academic years.
- We are not responsible for administering Elks scholarships received at the Lodge, district or state level.
- ENF ID numbers must be used on all correspondence with our office.
- The Elks National Foundation reserves the right to withdraw its award offer at any time for non-compliance with our rules. You cannot accept more than one Elks National Foundation scholarship in any one academic year.
- Your school may deduct an amount equivalent to your ENF Scholarship Award from your financial aid package. It may be all or a portion, depending on school policy. The Foundation cannot circumvent school policy.
- If you are attending school on a sports scholarship, National Collegiate Athletic Association rules might prohibit you from accepting our scholarship. Discuss this with your financial aid officer.
- You are responsible for determining whether the scholarship, in whole or in part, must be included in your gross income, Section 117 IRS Tax Code. Check with your tax or financial advisor.

Should you have questions, contact us. Feel free to call or email at any time. We are here to assist you with any questions and concerns you have about your Elks National Foundation scholarship award.

Email your complete Verification of Enrollment Form to: VForm@elks.org

OR

Mail the complete form to:

Elks National Foundation
Attn: Scholarship Office
2750 N. Lakeview Avenue
Chicago, IL 60614-2256

Questions? Phone: (773) 755-4732 | Email: scholarship@elks.org