

John McKee Scholarship Committee

*c/o Robert J. Stern, Executive Secretary
P.O. Box 144
Merion Station, PA 19066*

STATEMENT OF UNDERSTANDING GRADE REPORTING POLICY (FERPA Compliant)

You must read and agree to this policy to accept the award by signing and returning two copies of this document for the Committee. Keep a third copy for yourself. This scholarship will not be funded if you do not properly complete and return this form. Keep the Committee informed of ALL changes of address [home, school, e-mail, name, etc.] or of other relevant information [changes: academic status, study abroad, interruptions or leaves of absence, withdrawal or dismissal, co-op schedules, graduation date, schools, fax and telephone numbers, etc. — everything remotely relevant to this scholarship]. Remember that, without up-to-date grade reports no checks will issue and checks already issued may have to be refunded by the school. You should make your school aware of all this.

I acknowledge receipt of my Award Letter and understand the terms stated therein.

I shall report and hereby **direct my school to report my grades** to the John McKee Scholarship Committee at least twice a year (normally at the end of the spring or fall semester; more frequently for shorter terms – that is, as soon and as often as my grades are available). I understand that failure to do so will terminate my scholarship, and funds advanced for times unreported shall be refunded. This report need not be a formal transcript or under seal but it **must** originate from my school and **identify** me by name, SSN, or SID. (Students in co-op programs, or their schools, must submit a **status report** at least **twice** a year, including grade reports and classroom schedule when available. If a quarterly, trimester, or similar course unit is used, report accordingly.)

My reports may be used by the John McKee Scholarship Committee, the Trustee of John McKee's estate, trust legal counsel, my school, and the Orphans' Court of Philadelphia, to verify my status as a full-time student in good standing as well as to review the scholarship program itself but not otherwise. I understand that this obligation includes, but is not limited to, making a report of my final grades, with notice of my graduation, in the final year of this scholarship. **I authorize and direct my school to render all such reports to and at the written request of the Committee.** Reports must include all grades in course and the Cumulative GPA. This authorization shall constitute my written permission in accordance with the provisions of FERPA to enable my school to release my educational records to the Committee as requested by the Committee at any time and from time to time.

This is my responsibility and I agree that my school will refund the grant, or an appropriate *pro rata* part of the funds advanced, for any course term not promptly and satisfactorily completed and reported or that are in excess of my actual tuition and the other allowable educational fees and expense due to my school.

Signature

_____/_____/_____
Date

Print Name

If the following information is not yet available, please sign and send in the form now, and supply the following information as soon as available:

I will be attending _____, starting _____, 20_____.
[name of college or vocational school] [month, year]

My Student ID Number is _____ ; My Student Email is _____

(Rev. 9/12)