



BURLESON

OPPORTUNITY FUND

Applicant and Recipient Handbook

Table of Contents

1. Mission, Purpose, Goal.....p.2
2. Applicant Information.....p.3
3. First-Year Recipient Information.....p.4
4. Second-Year Recipient Information.....p.5
5. Scholarship Timeline.....p.6

Mission

To change the expectations of students, teachers and parents to include the idea that all high school graduates from Burleson will have the opportunity to attain higher education and to cultivate the economic development benefits of expanding the attainment of post-secondary degrees and career certifications.

Purpose

To encourage graduating high school seniors to further their education in Burleson, thereby:

- Helping to create a better trained, educated and prepared local work force;
- Enhancing the local economy by supporting a thriving center for higher education;
- Capitalizing on the link between higher education and economic development; and
- Helping to ease the transition from secondary to higher education for Burleson families.

Goal

To provide every high school graduate from Burleson the opportunity to attain post-secondary Education.

APPLICANT INFORMATION

Information for those applying for the Burleson Opportunity Fund scholarship.

Scholarship Eligibility

1. A Burleson ISD high school graduate, or
2. A Burleson resident graduating from:
 - a. A non-Burleson ISD public high school,
 - b. An accredited private school, or
 - c. An accredited home school program.
3. Enroll at Hill College the fall semester after graduating high school.

Scholarship Application

- To apply, students are required to submit an application to the Burleson Opportunity Fund. Applications can be submitted through the Burleson Opportunity Fund website at www.BurlesonOpportunityFund.org.
- The application is used to determine interest and eligibility for the scholarship. Scholarships are not awarded based on academic merit or financial need. To be considered, a complete application must be submitted on or before the due date.

Communication with Applicant

- All communication will be via email using the email address that the applicant provided on their application.
- Applicant contact information must be kept valid and up-to-date.

Terms of the Fund

- All deadlines must be met in order to maintain eligibility and to receive the Burleson Opportunity Fund scholarship.
- The Burleson Opportunity Fund provides tuition and fees for post-secondary education at Hill College. Funds are dispersed directly to Hill College from the Burleson Opportunity Fund after federal and/or state financial aid sources are exhausted.
- If a BOF scholarship recipient resigns and/or drops below part time, as of the 1st class day of the semester through the 12th class day (Census Date), the student will be responsible for any percentage of tuition and fees owed.

FIRST-YEAR RECIPIENT INFORMATION

Information for those who are recipients of the Burleson Opportunity Fund scholarship in their first year of post-secondary education at Hill College.

Scholarship Requirements

Once students are notified that they will receive the scholarship, they must fulfill the following scholarship requirements:

1. Be admitted to and enrolled in Hill College (<http://www.hillcollege.edu/>).
2. Complete and submit proof of the Free Application for Federal Student Aid (FAFSA) and enter the Hill College school code 003573. (<http://www.fafsa.ed.gov/>). It is recommended that students complete the FAFSA by the Texas priority deadline.
 - Students must submit all documentation required.
3. Complete and submit proof of the Hill College Scholarship Application (<https://hillcollege.academicworks.com/>).
4. Submit all requested forms and documents to the appropriate person(s) by the required due date. This includes the BOF Acceptance/Release form.
5. Meet in person with a Hill College academic advisor/success coordinator to develop a degree plan and register for courses.
 - A minimum of six (6) semester credit hours (SCH) of enrollment will be required each term (fall and spring) with a maximum of sixteen (16) SCH.
 - Eligibility for scholarship ends once a student has accumulated 60 credit hours from Hill College.
 - Eligibility for scholarship ends two calendar years after high school graduation.
6. Register for and attend traditional classroom/face to face classes at Hill College-Burleson Higher Education Center with the exception of: Classes only offered online / Classes offered hybrid (traditional classroom/face to face & online) / Programs not offered in Burleson.
7. Enroll in Learning Frameworks PSYC 1100 in their first semester.
8. Complete 8 hours of community service prior to the first day of each semester. (4 hours for spring eligibility must come from assisting with the BOF breakfast.)
9. Assist the BOF in promoting the program and mentoring future students.

Earn Credit Policy

Recipients must earn credit in all enrolled classes. Recipients are allowed to drop only one class per academic year during the time they are receiving the scholarship.

Communication with Recipient

All communication will be via email using the email address that the applicant provided on their application. Applicant contact information must be kept valid and up-to-date.

Terms of the Fund

- All deadlines must be met in order to maintain eligibility and to receive the Burleson Opportunity Fund scholarship.
- First-year students entering their second semester are required to have a cumulative grade point average of 2.0 to qualify for BOF scholarship funds.
- The Burleson Opportunity Fund provides tuition and fees for post-secondary education at Hill College. Funds are dispersed directly to Hill College from the Burleson Opportunity Fund after federal and/or state financial aid sources are exhausted.
- If a BOF scholarship recipient resigns and/or drops below part time, as of the 1st class day of the semester through the 12th class day (Census Date), the student will be responsible for any percentage of tuition and fees owed.

SECOND-YEAR RECIPIENT INFORMATION

Information for those who are recipients of the Burleson Opportunity Fund scholarship in their second year of post-secondary education at Hill College.

Scholarship Requirements

Once students are notified that they will receive the scholarship, they must fulfill the following scholarship requirements:

1. Be admitted to and enrolled in Hill College (<http://www.hillcollege.edu/>).
2. Complete and submit proof of the Free Application for Federal Student Aid (FAFSA) and enter the Hill College school code 003573. (<http://www.fafsa.ed.gov/>). It is recommended that students complete the FAFSA by the Texas priority deadline.
 - Students must submit all documentation required.
3. Complete and submit proof of the Hill College Scholarship Application (<https://hillcollege.academicworks.com/>).
4. Submit all requested forms and documents to the appropriate person(s) by the required due date. This includes the BOF Acceptance/Release form.
5. Meet in person with a Hill College academic advisor/success coordinator to develop a degree plan and register for courses.
A minimum of six (6) semester credit hours (SCH) will be required each term (fall and spring) with a maximum of sixteen (16) SCH. Students will be allowed a total of sixty (60) SCH or a maximum of two (2) years, whichever is met first.
6. Register for and attend traditional classroom/face to face classes at Hill College-Burleson Higher Education Center with the exception of: Classes only offered online / Classes offered hybrid (traditional classroom/face to face & online) / Programs not offered in Burleson.
7. Complete 8 hours of community service prior to the first day of each semester. (4 hours for spring eligibility must come from assisting with the BOF breakfast.)
8. Assist the BOF in promoting the program and mentoring future students.

Earn Credit Policy

Recipients must earn credit in all enrolled classes. Recipients are allowed to drop only one class per academic year during the time they are receiving the scholarship.

Communication with Recipient

All communication will be via email using the email address that the applicant provided on their application. Applicant contact information must be kept valid and up-to-date.

Terms of the Fund

- All deadlines must be met in order to maintain eligibility and to receive the Burleson Opportunity Fund scholarship.
- Second-year students are required to have a minimum of 16 community service hours after their first year, a minimum cumulative grade point average of 2.5 after their first year, and have submitted their FAFSA to Hill College to qualify for BOF scholarship funds.
- The Burleson Opportunity Fund provides tuition and fees for post-secondary education at Hill College. Funds are dispersed directly to Hill College from the Burleson Opportunity Fund after federal and/or state financial aid sources are exhausted.
- If a BOF scholarship recipient resigns and/or drops below part time, as of the 1st class day of the semester through the 12th class day (Census Date), the student will be responsible for any percentage of tuition and fees owed.

Disclaimer:

All information contained in this handbook is subject to change. Documents contained in this handbook are subject to change at any time and are not considered to be exhaustive of those that may be distributed. New or altered documents may be utilized which have not been published in this handbook. All funds will be paid directly to the educational institution. Any refunds due will be paid directly to The Burleson Opportunity Fund. Funding is dependent upon availability

Scholarship Timeline

Application Opens	December 1
FAFSA Priority Deadline	January 15
FAFSA for 2nd Years Due	January 15
Application Due	March 1
Lottery (if necessary)	By first week in April
Recipients Notified	Prior to Senior Awards Night
Awards Night Presentation	May at your respective high school
Orientation	May (date TBD each year – attendance required)
Community Service Log Due	Prior to the first day of class each semester
Spring Eligibility Notification	December 31

Recipients must complete Hill College fall registration by the last Thursday in June. Failure to do so may result in the loss of your BOF scholarship.

Approved by the
 Burleson Opportunity Fund Board of Directors
 April 19, 2023