



SCHOLARSHIP



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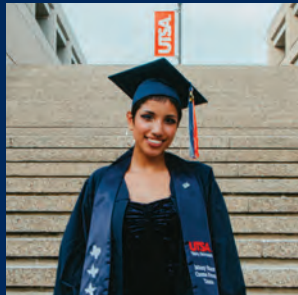
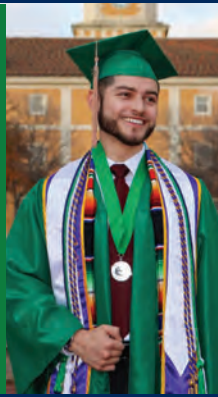


TERRY FOUNDATION 

2023 - 2024 STUDENT PLANNER



SERVICE



COMMUNITY

Academic Year 2023-2024

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3336 Richmond, Suite 450 | Houston, TX 77098
713.552.0002 | 1.800.675.2414
www.terryfoundation.org

2023 - 2024 Student Planner

This planner belongs to:

Name _____

Mobile _____

Email _____

Address _____

City, State, Zip _____

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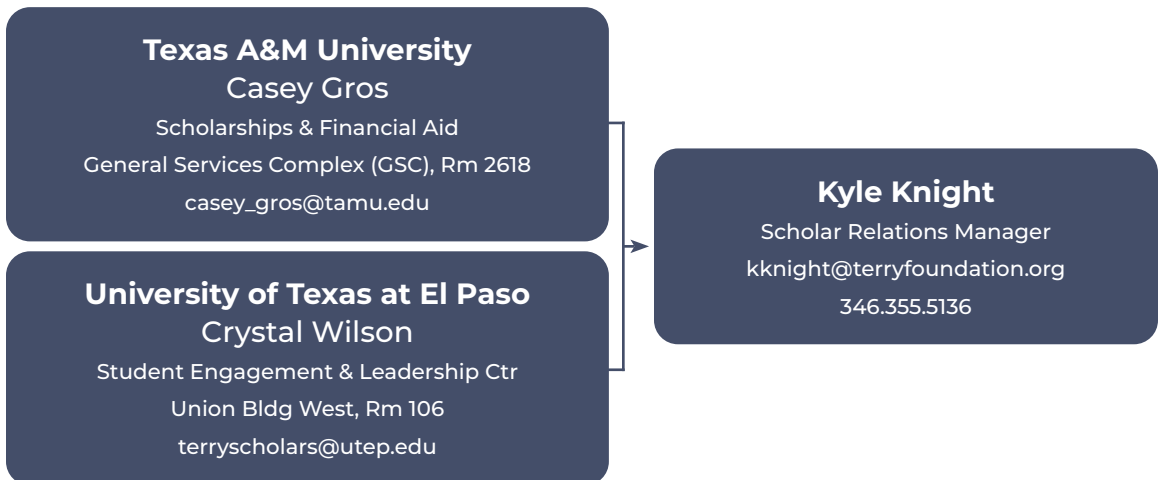
Welcome

Throughout your undergraduate career, you will make decisions that affect your Terry Foundation scholarship. This handbook addresses those situations, recommends who to contact, and details your responsibilities to the Terry Scholarship program.

You were chosen as a Terry Scholar based on your demonstrated leadership, academic potential, and financial need. Because you have accepted the honor and the responsibility of becoming a Terry Scholar, the Foundation is committed to investing significant financial support, time, and other Foundation resources in you and your education. Your cooperation in carrying out your responsibilities, as outlined in this handbook, is one way of acknowledging and expressing appreciation for the Foundation's investment.

Your Terry Campus Coordinator and Foundation Contact

When you need to speak one-on-one with someone regarding your Terry Scholarship, contact your Terry Campus Coordinator **first**. If you still require assistance after conferring with your Terry Campus Coordinator, contact your Scholar Relations Manager at the Foundation offices.



University of North Texas
Dr. James Duban & Lily Geilhausen

Sage Hall, Rm 320
James.Duban@unt.edu
terryscholars@unt.edu

Texas Woman's University
Jessica Burchfield

Scholar Programs
Brackenridge Hall, Rm 010
jburchfield@twu.edu

University of Texas at Arlington
Mae Moore

Terry Scholar Coordinator
Division of Student Success
Ransom Hall, Rm 105H
mala.moore@uta.edu

Texas State University
Michelle Sotolongo

Honors College
Lampasas Building, Rm 410
TerryScholars@txstate.edu

University of Houston
Dr. Brenda Rhoden & Alice Yang

The Honors College
212 MD Anderson Library
uhterry@uh.edu

University of Texas at San Antonio
Kristi Meyer

Honors College
GRS, Rm 1.204D
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713.552.0849

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University of Texas at Austin

Virginia Luehrsen

Student Activities

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Virginia@austin.utexas.edu

University of Texas at Dallas

Sheila Kelly & Cassie Cure

Hobson Wildenthal Honors College

Green Center, Rm GC2.208

sheila.kelly@utdallas.edu

Texas Tech University

Christy Montecillo

Student Financial Aid & Scholarships

West Hall, Rm 308

christina.montecillo@ttu.edu

Holly VanHouten

Scholar Relations Manager

hvanhouten@terryfoundation.org

713.552.0815

Sam Houston State University

Dr. Kimberly Bell

Elliot T. Bowers Honors College

Academic Building IV, Rm 201

kbell@shsu.edu | 936.294.1477

Texas A&M University at Galveston

Dr. Todd Sutherland

Seibel Student Services Building, Rm 101G

sutherlt@tamug.edu

Christen Barron

Scholar Engagement Manager

cbarron@terryfoundation.org

713.621.0362

When you contact the Foundation offices by email, your communication should receive a response within two business days. If you have not received a response within that time, call your Scholar Relations Manager directly at the Foundation offices. Please ensure that you include your first and last name and university on all email correspondence.

Resources for Supporting Your Success

The Foundation understands that you may encounter academic difficulties, but we expect you to seek assistance. If you find yourself having a difficult semester, we expect you to take action.

You should utilize all available campus academic resources, including academic advisors, tutoring services, study groups, and career services. The Terry Foundation provides additional confidential counseling resources at no cost to you.

Please visit terryfoundation.org/resources for additional information.

In addition to your Terry Campus Coordinator and your degree program advisors, the offices listed below are also available to help. Contact your university's academic support center for assistance and allow us to support you as you work to improve your performance.



Sam Houston State University
Student Advising & Mentoring (SAM) Center
CHSS, Rms 170 & 190
936.294.4444
www.shsu.edu/centers/sam-center/

Texas A&M University
Academic Success Center
9th Floor Rudder Tower
979.458.4900
studyhub.tamu.edu

Texas A&M University at Galveston
Seibel Learning Center
2nd Floor Main Building
409.741.4343
www.tamug.edu/slc

Texas Tech University
The Learning Center
Drane Hall, Rm 164
806.742.3664
<http://www.depts.ttu.edu/soar/lc/>

Texas State University
Student Learning Assistance Center
Alkek Library 4th Floor
512.245.2515
www.txstate.edu/slac

Texas Woman's University
Pioneer Center for Student Excellence
Blagg-Huey Library 2nd Floor
940.898.3755
<https://www.twu.edu/pioneer-center/>

University of Houston
UG Student Success Center - LAUNCH
N109 Cougar Village I
713.743.5411
www.uh.edu/ussc/launch

University of North Texas
Learning Center
Sage Hall, Rm 170
940.369.7006
learningcenter.unt.edu

The University of Texas at Austin

Sanger Learning Center

Jester Center, Rm A332

512.471.3614

ugs.utexas.edu/slc

The University of Texas at Arlington

Division of Student Success

Academic Plaza, Central Library 2nd Floor

817.272.2617

<https://www.uta.edu/studentsuccess>

The University of Texas at Dallas

Student Success Center

McDermott Library, Rm MC1.302

972.883.6707

www.utdallas.edu/studentsuccess

The University of Texas at El Paso

Academic Advising Center

Hawthorne St. 1st Floor

915.747.5290

www.utep.edu/advising/

The University of Texas at San Antonio

Tomás Rivera Center for Student Success

MS 1.02.02

210.458.4694

<https://www.utsa.edu/trcss/>

Scholar Contact Information

You should regularly review your profile information to ensure that we have your most up-to-date information. You will receive emails from the Foundation throughout your college career, and these communications will frequently relate to important matters requiring your immediate response. **It is imperative that you check your email regularly and respond promptly when requested to do so.** You can update your profile, including contact information, online in the Terry Portal on the Foundation website (terryfoundation.org).

You must notify the Foundation **immediately** of changes to your:

- 1) email address;
- 2) personal cell phone number;
- 3) current mailing address;
- 4) permanent address & phone number;
- 5) anticipated graduation date.

For questions or assistance concerning access to the Terry Portal, contact Brandy Skillern at the Foundation offices (bskillern@terryfoundation.org; 713.552.0862).

Emergency Contact Designation

The safety and well-being of all Terry Scholars is of the utmost concern to the Foundation. Each Scholar is required to provide an emergency contact and to update this information as needed.

The Terry Foundation reserves the right to contact a Terry Scholar's designated contact in the event of an emergency, and to share emergency contact information with police and medical professionals, as deemed necessary by Foundation personnel.

On-Campus Housing Requirement

Terry Scholars are required to live on campus during their freshman year. Each university has a designated residence hall in which Scholars are required to live for their freshman year.

Following their freshman year, Scholars can choose to live off campus. Residing off campus can be significantly more expensive, and the scholarship amount set by the Foundation is based on the estimated cost of living on campus. **Your stipend will not be adjusted for any increase in housing costs incurred by choosing to live off campus.**

Mandatory Events for Scholars

The Foundation hosts three events each year that all Scholars are required to attend.

1. ORIENTATION

At the beginning of each academic year, the Foundation hosts an orientation event at each of the universities for all current and incoming Terry Scholars. This event is in addition to any university-sponsored orientation new Scholars may have already attended. At Terry Orientation, incoming Scholars receive valuable information regarding the Terry Scholarship program, strategies for student success, and the Terry Scholar student organization on their campus. Scholars will also meet their Terry Campus Coordinator and their Scholar Relations Manager from the Foundation at this event. Every Terry Scholar is required to attend and participate.

2. FALL BANQUET

The Foundation hosts a formal dinner in the fall at each university for all currently enrolled Scholars. The dinner features presentations by Scholars, representatives of the Terry Scholar student organization, and a featured Alumni speaker. The dinner is preceded by a reception, during which all Scholars are photographed individually. The banquet is an opportunity for Terry Scholars to meet and interact with Terry Alumni, Directors, Foundation staff, and other Scholars. The dress code for the event is professional business attire. Scholars are not required or expected to purchase special clothes for this event. Every Terry Scholar is required to attend and participate.

3. SPRING PICNIC

In the spring, all Scholars travel to a picnic where the accomplishments of our graduating seniors are recognized. Terry Scholars attend with their university and **must utilize the Foundation-provided transportation** to receive credit for attending the event. Every Scholar is required to attend and participate.



The Terry Foundation does not honor requests for family members, dates, or friends of Scholars to attend mandatory events. Our intention is that Scholars will spend their time at these events getting to know the Foundation's Directors and staff, the Terry Scholar Alumni, and one another.

Scholars who have a disability or injury which significantly impacts their attendance and participation in Terry Foundation mandatory events should contact their Scholar Relations Manager well in advance of the event. A timely-submitted emailed request for accommodations allows the Foundation to determine if appropriate and reasonable accommodations can be provided. Scholars should also contact their Terry Campus Coordinator to discuss how they can receive reasonable on-campus accommodations during their enrollment at their Terry-affiliated university.

Scholars are expected to show professional respect to program speakers. **Do not study or do other homework during Foundation events.** Do not text or use laptops or other digital devices during the event program, and limit phone use in order to concentrate on in-person interaction.

Your attendance at each of these events is mandatory. The dates for each of these events are published well in advance and are always available on the Foundation website. **An unexcused absence from any of these events may result in termination of your scholarship, and will incur, at minimum, one of the following probationary periods:**

Unexcused Absence	Mandatory Probation Period
Orientation	Entirety of fall semester
Banquet	Remainder of fall semester, plus entirety of spring semester
Picnic	Remainder of spring semester, plus entirety of fall semester

Steps for Requesting an Excused Absence

If you anticipate a conflict with any mandatory Terry event, you should first discuss the merits of your request with your Terry Campus Coordinator. If your Terry Campus Coordinator indicates your request should then be reviewed by the Foundation, you should log into the Terry Portal to submit an **Event Excuse Request**. Your Excused Absence Request should be submitted no later than one week prior to the event unless the request arises from an emergency.

An excused absence can only be granted by a member of the Foundation's Scholar Relations team; this decision will always be communicated to you in writing.

Scholarship Renewal Requirements

The Terry Scholarship funds a maximum of eight semesters of undergraduate education and is renewable at the discretion of the Board of Directors. Renewal is automatic unless you are notified to the contrary.

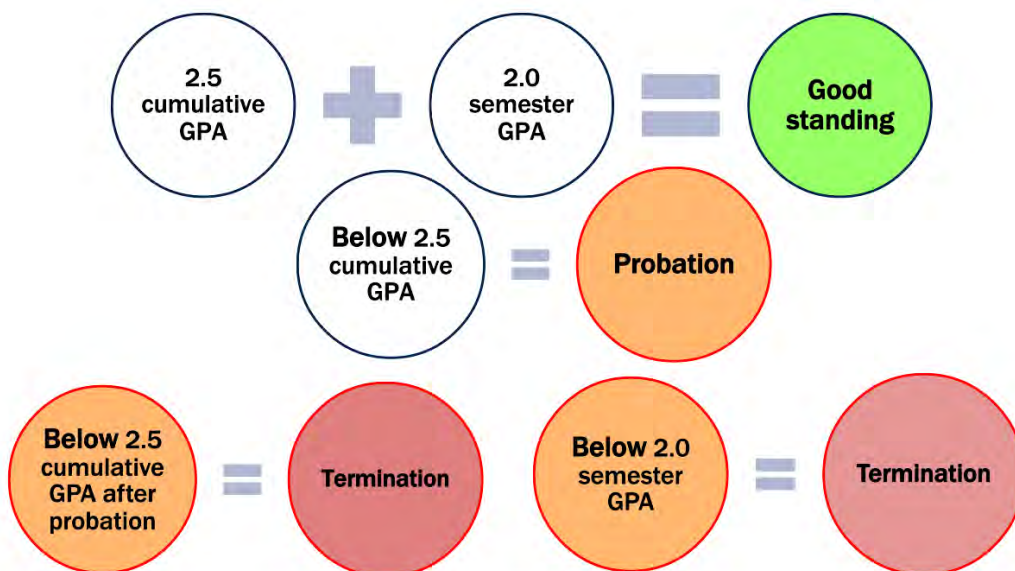
To maintain the Terry Scholarship, and **in addition to meeting any other academic or disciplinary requirements imposed by their universities**, Scholars must:

- complete full-time enrollment (at least 12 hours) each semester;
- maintain a cumulative grade point average of at least 2.5 each semester;
- achieve a semester grade point average of at least 2.0 each semester;
- comply in all respects with the university's code of conduct, the provisions of the Terry Scholar Handbook, and the Terry Foundation Scholarship Agreement;
- attend the mandatory events hosted by the Terry Foundation;
- submit an acceptable self-evaluation letter annually by the deadline; and
- maintain updated contact information with the Foundation.

If a Scholar's cumulative grade point average drops below 2.5, the student will be placed on probation for one semester and given the opportunity to bring the grade point average back into compliance. The Scholar will continue to receive the Terry Scholarship while on probation. If, at the end of the probationary period, the cumulative grade point average is still below 2.5, the Scholar will be terminated immediately from the Terry Scholarship program.

If a Scholar earns a semester grade point average that is less than 2.0 in any semester, the student's scholarship will be terminated immediately, regardless of the Scholar's cumulative grade point average.

Recap: GPA Requirements



Requirement to Self-Report University Conduct Violations

A Scholar who receives notice from their university alleging the Scholar's involvement in a student conduct violation (including allegations of academic dishonesty) is required to contact the Terry Foundation within seven (7) calendar days of receiving the initial notice. The Terry Foundation considers it the Scholar's responsibility to notify the Terry Foundation of the allegations and to provide timely copies of all documents and correspondence between the university and the Scholar regarding the alleged student conduct violations or academic integrity infractions until the university reaches a final determination regarding the Scholar's conduct. A disposition resulting in sanctions from the university will mandate additional review of the Scholar's Terry program standing by the Terry Foundation.

Should it come to the Foundation's attention that a Terry Scholar has received notice and is under investigation by their Terry-affiliated university for student conduct violations or academic integrity infractions and the Scholar has failed to share this information with the Foundation, the Scholar's Terry Scholarship may be immediately terminated.

Appealing a Scholarship Termination

To appeal a scholarship termination, you must:

- 1) meet with the Terry Campus Coordinator at your university; and
- 2) submit your **Appeal Termination Request** in the Terry Portal by the provided deadline. You must include a detailed statement describing your academic difficulties and your plan for correcting these problems in the coming semester.

You will receive notification in writing regarding the outcome of your appeal and, if your appeal is granted, any conditions imposed by the Foundation for continuing your scholarship. Terminated Scholars will have a limited window within which to request an appeal and should refer to their termination letter for the appropriate appeal deadline.

Enrollment and Academic Progress Requirements

Following acceptance of the Terry Scholarship, the Foundation requires Scholars to maintain full-time, continuous, in-person enrollment for each semester in which Terry funding is received. Failure to enroll for a fall or spring semester at your Terry-affiliated university without prior permission from the Foundation will result in the termination of your scholarship. Enrolling exclusively in online coursework or taking a majority of coursework online can result in termination of your Terry Scholarship funding (see Online Enrollment).

If your academic progress towards degree is delayed for any reason, including dropping classes for personal reasons; poor academic progress; or a change of major, and you have already received all eight semesters of funding from the Terry Foundation, **you will assume personal responsibility for funding your remaining semesters of undergraduate study.**

Steps for Requesting Below Full-Time Enrollment

All Terry Scholars must be enrolled full-time to receive their Terry Scholarship. Full-time enrollment is defined as at least 12 credit hours per semester of undergraduate coursework. Scholars enrolling for their final undergraduate semester may request permission to enroll at below full-time status through the Terry Portal.

Dropping a Course

If you need to drop below full-time enrollment before a semester ends, you must submit a **Drop Below Full-Time Enrollment Request** through the Terry Portal **to request permission in advance of the drop.**

Any Terry Scholar dropping below full-time enrollment without advance written permission from the Foundation is in violation of the terms of their Terry Foundation Scholarship Agreement; as a result, your scholarship is subject to immediate termination at the Foundation's discretion. We recognize there are valid reasons why a Scholar may need to drop below full-time enrollment. **However, you must discuss your circumstances with your Terry Campus Coordinator and academic advisor (if appropriate) at your school and obtain written permission from the Foundation in advance of the drop.** Repeated enrollment at less than full-time status has serious adverse consequences for the timely completion of your degree and can jeopardize your timely graduation.

Commingled Enrollment

Although Terry Scholarship funding cannot be used for full-time graduate study, Scholars may request permission to enroll in a mix of undergraduate and graduate coursework for a maximum of 2 semesters (usually the final 2 semesters of the undergraduate degree). Scholars must complete at least 6 hours of undergraduate coursework while simultaneously completing no more than 6 graduate credit hours each semester. Graduate coursework is capped at a total of 12 credit hours for the undergraduate degree.

Your request email to your SRM should include an explanation of why you are registering for graduate level coursework and include an outline of your future enrollment plans. You should also indicate which courses will be taken at the undergraduate level and which courses will be taken at the graduate level. You should address any other anticipated irregularities with your registration, including online or hybrid enrollment. These requests will be reviewed on an individual basis.

Requesting an Incomplete for a Course

The Foundation prefers that you avoid taking "Incompletes" in your coursework. However, if you will take an Incomplete in any semester, you must contact your Terry Campus Coordinator as soon as feasible and submit a **Drop Below Full-Time Enrollment Request** through the Terry Portal. Your request should include: your reasons for taking the Incomplete; the work you still have remaining in the Incomplete course; and the date by which you will complete the coursework. We ask that you finish all Incomplete work as soon as feasible, typically within 4-6 weeks of the end of the semester grading period. Incomplete courses impair our ability to review your progress and can delay your funding for future semesters.

Online Enrollment

The Terry Foundation scholarship is intended to fund enrollment for face-to-face courses taught in-person and requires Scholars to attend class on their Terry-affiliated university campus. For any Terry-funded semester of enrollment, Terry Scholars are actively discouraged from registering in online courses and are required to maintain face-to-face enrollment requiring in-person, on-campus attendance in a majority of their enrolled coursework. Hybrid courses are considered online courses for the purposes of this requirement.

Enrollment in online or hybrid coursework in excess of six credit hours per semester must be approved by the Foundation. Failure to adhere to these guidelines without prior permission from the Foundation may result in the termination of your Terry Scholarship. Requests to enroll in more than six credit hours of online or hybrid coursework will receive close scrutiny and must demonstrate that the Scholar has no other class format option available in which to complete the degree-required coursework. To request permission to enroll in more than six hours of online or hybrid coursework, Scholars must submit an **Online Enrollment in Excess of 6 Hours Request** in the Terry Portal.

Scholars who intend to pursue or switch to online-only degree programs will forfeit their Terry Scholarship.

Internships and Co-op Work

If you accept an internship or a job under a co-op work arrangement approved by your university, your Terry scholarship can be deferred for up to one year while you complete the internship or co-op work period. You will not receive your scholarship during this period, and the internship/co-op semester will not count against your six or eight semesters of scholarship funding. To defer funding while pursuing an internship or cooperative work semester, submit an **Defer Terry Stipend Request** in the Terry Portal.

You may request funding during an internship or co-op semester **if you are co-enrolled**. To receive your stipend during this period, submit your **Internship-Funded Request** in the Terry Portal. A Terry Scholarship used to fund a co-op or internship period will count as one of your semester stipends.



Requesting Special Funding (Summer School, Study Abroad, or Extended Funding)

If you wish to request Special Funding for an upcoming semester, please follow these steps.

- 1) Gather information regarding your proposed plan of study and draft a letter that clearly defines what you plan to do, the credit you will earn, and how that credit will ensure your timely progress toward graduation;
- 2) Discuss your request with your Terry Campus Coordinator. This is your opportunity to ensure that your request is not only appropriate, but appropriately presented, prior to contacting the Foundation; and
- 3) Submit your request in the Terry Portal.

Summer School

If you decide to attend summer school at your Terry university to maintain your academic degree progress and ensure a timely graduation, the Foundation, on a case-by-case basis, may allow you to use your scholarship to attend summer school. You must enroll in a full-time course load in the summer for which you request funding; the summer school semester will count as one of your semesters of funding. **Submit a Summer Session Request in the Terry Portal by May 1st.**

In general, the Foundation only encourages use of the scholarship for summer school when it is apparent that attending summer school will clearly and positively impact the student's academic progress toward graduation.

Study Abroad

Terry Scholars in good standing who meet the criteria outlined below can qualify to receive a one-time Study Abroad stipend in the amount of \$5,000. The \$5,000 stipend is in addition to a Scholar's typical allotment of 8 semesters of funding. The \$5,000 stipend can be used for an approved Study Abroad program of between two and fourteen weeks in length in which a minimum of 3 semester credit hours of transferable credit are earned towards the Terry Scholar's degree.



Scholars who request to use a study abroad stipend must satisfy the following criteria:

Terry Persistence Requirement

Scholars cannot utilize a Terry study abroad stipend until the Scholar has completed an academic year (two long semesters) in the Terry Scholarship program. Scholars wishing to study abroad during the summer following their first year in the Terry Scholarship Program may submit their request for study abroad funding after the start of the spring semester.

Academic Standing Requirement

Terry Study Abroad funding is available only to students with a cumulative grade point average of at least 3.0 and a semester grade point average of at least 2.5, and whose status with the Foundation is “good standing.” These conditions must be met both at the time of request and at the time funds are disbursed to receive the Terry study abroad stipend. A Scholar who is “on probation” is not in good standing and cannot either request or utilize a Study Abroad stipend while they are on probation with the Foundation.

Timely Graduation Requirement and Positive Degree Impact

Scholars who meet the Persistence and Academic Standing requirements must utilize their Terry Study Abroad stipend **prior** to their last semester of undergraduate Terry funding.

For the fall and spring long semesters, Scholars may request to use one of their regular Terry stipends **in conjunction with** the \$5,000 Study Abroad stipend. In addition to meeting the requirements above, Scholars must participate in a program of at least 12 weeks in length and earn a minimum of 12 semester credit hours.

Study Abroad stipend amounts will not increase to meet any additional costs required or incurred by the Scholar while participating in the study abroad program. **Study Abroad payments due prior to the university’s disbursement date are the Scholar’s responsibility. Scholars are expected to plan carefully and to save in anticipation of self-funding required payments.**

Scholars should research their program options carefully and choose a study abroad program that is either sponsored by or affiliated with the Scholar’s Terry university. Scholars must earn a minimum of three transferable credit hours, applicable to the Scholar’s degree, through their chosen program.

“Affiliated” Study Abroad programs that require enrollment through a university other than the Scholar’s Terry university can present additional funding constraints. Scholars should confer with their Terry Campus Coordinator or the campus Study Abroad office to determine whether utilizing a Terry Study Abroad stipend is suitable for these programs. Scholars who participate in affiliated programs are required to complete all paperwork necessary to ensure that credit earned from the affiliated program appears on the Scholar’s Terry university transcript. All credit should post to the Scholar’s Terry university transcript within one year from the study abroad program’s start date.

Virtual Study Abroad and domestic study programs (study within the continental United States) are not eligible for Study Abroad funding.

Other outside aid awarded to the Scholar designated for studying abroad will **not** impact the amount of the Terry Study Abroad stipend. However, the Terry Study Abroad stipend **can** affect other financial aid and scholarship awards you receive. We recommend that Scholars confer with the Terry-designated financial aid officer on their campus regarding the potential impact of using the Terry Study Abroad stipend prior to finalizing plans.

The **Study Abroad - Funded Request** should be submitted in the Terry Portal (portal.terryfoundation.org) by the Foundation's stated deadlines below. **No late or incomplete requests can be considered.** The request must include:

- the total number of credit hours the Scholar expects to earn;
- how the courses will apply to their degree;
- the Scholar's program dates abroad;
- the location(s); and
- the approval letter for the study abroad program.

Study Abroad Funding Request Deadlines

- Fall Study Abroad - funding request due July 1st
- Spring Study Abroad - funding request due November 1st
- Summer Study Abroad - funding request due May 1st

Study Abroad Contract

Scholars who receive initial approval for Study Abroad funding will acknowledge and agree to the following stipulations prior to receiving final approval and funding:

1. I understand that my Study Abroad funding is conditional and will be revoked if I do not meet the GPA and good standing requirements for the semester immediately prior to my Study Abroad trip. This means that my Terry Study Abroad funds can be revoked even if my trip has already begun.
2. I understand that I am personally responsible for any Study Abroad program-related costs due prior to the disbursement of my Study Abroad stipend by my university.
3. Should any of the circumstances under which my Terry Study Abroad stipend was awarded change, I am obligated to share this information with the Foundation as soon as possible. These circumstances include, but are not limited to:
 - a. any change in my enrolled or earned number of credit hours;
 - b. any event that substantively affects the length of my proposed trip.
4. If I fail to provide to the Foundation information regarding changed circumstances in a timely manner, I may be required to return the full amount of the Terry Study Abroad stipend to the Foundation.

Extended Funding

The Foundation's objective in providing Extended Funding is to assist current Scholars in the completion of their initial undergraduate degree. **Extended Funding is not intended to fund graduate study.**

Extended Funding from the Terry Foundation is available to Scholars whose undergraduate **degree plans require more than the typical eight semesters of study or require in excess of 128 credit hours.** Terry Scholars whose degree programs require 128 or 129 total hours can apply for one semester of Extended Funding; Scholars whose programs require 130+ total hours may apply for two additional semesters of funding.

Extended Funding is available only to Scholars with a cumulative grade point average of at least 3.0 as of the end of their 7th semester.

Extended funding is not automatic and is reviewed on a case-by-case basis.

Programs of study that do **NOT** qualify for Extended Funding:

- Programs resulting in two undergraduate degrees, such as dual major programs;
- Programs incorporating multiple minors;
- Joint programs and 3+2 programs, in which the student concurrently earns both a bachelor's degree and an advanced degree;
- Programs of study that require more than five years to attain the initial degree;
- Degree programs with 127 or fewer required semester credit hours taking more than 8 semesters to complete due to a mid-career change in major.

Following a meeting with their Terry Campus Coordinator regarding their Extended Funding Request, Scholars should submit an **Extended Funding Request** in the Terry Portal at the end of their 7th semester of funding. This request must include:

- the total number of hours required by the Scholar's current degree program;
- the number of hours remaining to complete the degree program;
- the Scholar's enrollment plan; and
- a copy of the Scholar's degree plan or audit.

Review of requests for Extended Funding will take place following receipt of the Scholar's seventh semester grades. **The Foundation's decision on Extended Funding requests is final.**

Scholars receiving Extended Funding are considered Terry Scholars for all purposes and must attend mandatory events and comply with the Foundation's rules and procedures throughout the Extended Funding period.

How Your Terry Scholarship is Determined

Scholars are awarded variable stipends based on the university's official on-campus cost of attendance and other financial awards received for the academic year (including scholarships, grants, waivers, savings plans, etc.).

Reporting Changes in Financial Circumstances

Scholars are required to notify the Foundation and the university's financial aid office of any scholarships or other financial awards received in addition to your Terry Scholarship. The sooner your university financial aid office is aware of **all** awards (scholarships, grants, waivers, and exemptions) available to you each year, the sooner you will know the exact amount of your Terry Scholarship.

Scholarships and financial need are complicated matters. If you have questions, please contact your Terry Campus Coordinator and/or the designated Terry financial aid officer at your university for help. If your university representatives cannot resolve your question, or if there is a significant change in your family's financial circumstances, email your Scholar Relations Manager at the Foundation.

Outside Aid Review (OAR)

Each summer, Scholars will receive an email from the Foundation with instructions to log into the Terry Portal to update their scholarship and financial aid awards. To complete the Outside Aid Review, Scholars will review and update a list of all outside scholarships and financial aid to be received in the coming academic year, adding any new awards. **It is imperative that Scholars complete and submit this information through the Terry Portal by the specified deadline, as the Foundation cannot fund a scholarship for the coming fall until the Scholar's completed OAR has been submitted, reviewed, and finalized.**

Any changes to a Scholar's outside aid following this annual submission must be emailed to the Scholar's designated Scholar Relations Manager at the Foundation. The email should include the name, amount, and duration of the award (one-time or renewable).

Texas Guaranteed Tuition Plan / Texas Tuition Promise Fund

Obligation to Disclose 529 - All Scholars have an obligation to disclose to the Foundation any account balances that they or their family members may hold in a college savings plan, such as a 529 plan, Texas Guaranteed Tuition Plan, or Texas Tuition Promise Fund. Disclosure is achieved when the Scholar lists the plan balance as part of the Scholar's Outside Aid Review. The Foundation assumes that the Scholar and/or their family intend to use a portion of these funds each year (up to one-fourth of the account balance annually) to help fund the Scholar's undergraduate education.

Option to Defer - Following disclosure, a Scholar may request to defer their use of an available 529 or other savings plan to another family member or use the funds towards graduate school. Scholars who wish to defer the use of these funds **must request permission from the Foundation to do so, in writing, and in advance.** Scholars should submit their request to defer use of any college savings plan when they complete the Outside Aid Review in the Terry Portal. In the alternative, Scholars should email their designated Scholar Relations Manager at the Foundation as soon as feasible, but no later than August 1st, for requests affecting upcoming academic year funding.

If you have any questions regarding your 529 or other savings plan, you should contact the financial institution at which your account is held or a professional financial advisor. Foundation staff cannot answer your questions or provide financial advice regarding these accounts.

FAFSA Completion Requirement

Scholars are required to complete a Free Application for Federal Student Aid (FAFSA) each year and respond quickly to any requests for verification from the university. **Completing a FAFSA is required by the Foundation even if you do not expect to qualify for any federal grant funding.** The Foundation will not fund a Scholar's scholarship for the coming school year until the FAFSA is submitted and all verification requests are complete.

Scholars are encouraged to file the FAFSA as early as possible (www.fafsa.gov). Scholars who have not filed by July 1st may lose funding for one or both semesters of the academic year. Failure to file the FAFSA and/or to complete any required verification by November 1st will result in the immediate termination of your Terry Scholarship.

NOTE: the 2024-2025 FAFSA will open online in December 2023 and will utilize 2022 income tax information to determine eligibility for financial aid awards. In addition to filing your FAFSA early, it is equally important to respond quickly to any requests for verification from your university and to meet your university's financial aid priority deadline. If you delay in filing, you may not qualify for some grants and other need-based aid.

Availability of Scholarship Funds

The Terry Foundation sends scholarship funds to each university prior to the beginning of each semester. The financial aid office at your university releases scholarship funds in accordance with their scholarship disbursement procedures. Since the Foundation does not control these procedures, you should direct any questions regarding the timing of your receipt of Terry Scholarship funds to your Terry Campus Coordinator or the designated Terry financial aid officer at your university.

Your Terry Scholarship and the IRS

Under current tax law, certain portions of grants and scholarships **may** be taxable as income. All recipients of Terry Scholarships should obtain Internal Revenue Service Publication 970, Tax Benefits for Education (or its equivalent) each year to determine if any part of their award should be included as taxable income.

You can obtain this publication at <https://www.irs.gov/forms-instructions>.

The IRS also provides an Interactive Tax Assistant to help you determine if the educational assistance you received is taxable. Visit <https://www.irs.gov/help/ita> and scroll to the “Other Income” section. Follow the link for the question, “[Do I Include My Scholarship, Fellowship, or Educational Grant as Income on My Return?](#)”

We also encourage you to review the **Guide to the Tax Treatment of Scholarships**, available in the Reference section of your Terry Portal.

Our understanding of current tax law is that any portion of your total grants and scholarships not used for tuition, fees, books, and **required** supplies is taxable as income. To assist with this calculation, your university will provide you annually with a 1098-T form. The 1098-T verifies the amount paid by you to the university in tuition and required fees for the calendar year. In addition, IRS Publication 970 contains worksheets that can help you determine the potential taxability of any part of your financial aid and scholarships.

We recommend saving your receipts throughout the year for all tuition and fee bills, as well as receipts for all **required** supplies. Supplies must be required by an instructor to be considered deductible. Room and board expenses are not considered deductible. You may use your scholarship funds for these expenses, but you should remember that this portion of your scholarship may be considered income for tax purposes.

If you have any questions about the tax status of your scholarship, you should contact the IRS or a professional tax preparation expert. Neither the Foundation nor the financial aid office at your university can answer questions or provide advice regarding tax matters.

Leave of Absence

Once you have begun studies at your university as a Terry Scholar, we expect you to be physically in attendance each consecutive semester, except summers, until you utilize all semesters of your Terry scholarship, or complete your degree, whichever comes first.

If you take time off (other than summer), without Foundation permission, your Terry Scholarship is terminated, and the Foundation does not guarantee the availability of your scholarship should you return to school. School-approved activities such as study abroad, a co-op work semester, or an internship that does not last longer than one year, are excluded from this provision.

If extraordinary circumstances necessitate your leaving college for a period of time, you may request a Leave of Absence from the Terry Foundation.

To request a Leave of Absence, log into the Terry Portal, and submit a **Defer Terry Stipend Request** option. Include the reasons why you need to leave school, how long you will be away, and when you plan to return. If your request is granted, you will receive a written response detailing the conditions of your reinstatement for your Terry Foundation Scholarship.

Early Graduation

Starting with fall 2018 entering Scholars, the Terry Foundation will no longer approve the use of remaining stipends exclusively for graduate study and will discontinue our funding upon the Scholar's completion of their undergraduate degree, regardless of the number of stipends utilized by the Scholar during their time in the Terry Scholarship Program.

Request to Transfer Your Terry Scholarship to Another Terry School

Terry Scholarships can only be transferred to participating Terry-affiliated Texas public universities.

Scholars must use their Terry Scholarship at the university for which they interviewed during their initial year in the Terry Scholar program. Following the completion of the initial year, Scholars may elect to use their Scholarship at any Terry-affiliated institution.

The request to transfer your Terry Scholarship requires that the Scholar:

- is in good standing with their Terry Scholarship;
- meets all requirements for admission to the new institution;
- provides documentation that the transfer will ensure the Scholar's timely progression to degree at the new institution; and
- provides, in writing, timely notification to the Foundation of the requested change.

All Requests to Transfer should be submitted to the Foundation via email and addressed to the Scholar's designated Scholar Relations Manager at the Foundation.



Self-Evaluation Letter (SEL) Requirements

By June 1st of each year, every Terry Scholar is required to submit a self-evaluation letter to the Foundation. In this letter, each Scholar should:

- 1) discuss the Scholar's progress toward the goals set the previous year;
- 2) establish goals for the coming year;
- 3) describe the specific steps the Scholar will take to meet each of those goals.

These letters are not “graded,” but they are read carefully by the Board of Directors, members of the Advisory Board, select Alumni, and Foundation staff. Scholar Relations Managers will counsel Scholars whose letters are considered unsatisfactory.

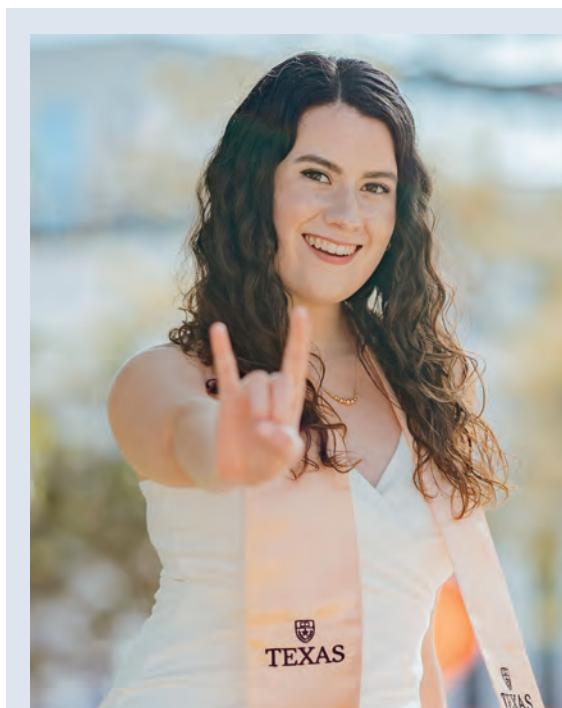
The timing and content of Scholar self-evaluation letters are discussed in the **Guidelines for Preparing the Mandatory Self-Evaluation Letter**. Review these guidelines carefully.

Submissions which do not conform to the directives in the guidelines will be returned to the Scholar for revision and re-submission. **Failure to submit a revised letter by the provided deadline will place the Scholar's scholarship in jeopardy.**



“The Terry scholarship has meant unconditional support for me. I am forever grateful for the opportunity to have graduated debt free, but most importantly, I am most grateful for all of the support that the Terry Foundation showed me throughout the past 4 years. At every event, I always heard “we are proud of you”, “you are here for a reason”, etc. and I cannot express how valuable that encouragement was for me. At many events, I felt like I wasn’t deserving of being a Terry Scholar, but the friends and staff that I met at every event motivated me to be the best Terry Scholar that I can be. Thank you so much, and I hope to make Mr. Terry and the Foundation proud.”

Paulina Echanove, UT-Austin 2018



Guidelines For Preparing the Mandatory Self-Evaluation Letter

1. What is the purpose of the self-evaluation letter (SEL)?

The primary purpose is to encourage Scholars to develop the habit of setting goals, outlining specific plans to achieve those goals, and evaluating whether the goals have been achieved, and if not, why not. In addition, these letters enable Directors, Advisory Board members, and staff to keep up with what each Scholar is doing on an ongoing basis. Many Scholars have told us that this simple exercise is one of the most beneficial parts of the Terry Scholarship Program.

2. What should my letter contain?

Generally, the letter must include some specific goals for the coming year (both academic and non-academic) and outline an action plan for how you intend to meet those goals. In addition, if this is not your first SEL, you should review the goals you set in your prior letter and candidly evaluate how well you achieved those goals. If you did not meet certain goals, the SEL should include a discussion of why and how you intend to improve. Many Scholars describe the activities in which they participated during the school year and tell us about awards they received or leadership roles they assumed. Some also tell us a little about their summer plans.

It is very important that you place at the top of your letter your full name, the **first** year that you were a Terry Scholar, the university you are attending, and the date. Letters without the proper identification will not be accepted and will be returned.

Example:

Your name
First Year as a Terry Scholar/Your University
June 2024 Self-Evaluation Letter

Include an appropriate salutation to begin your letter:

Dear Terry Foundation:

3. What should NOT be in a self-evaluation letter?

Please do **not** put in your SEL information about changed financial circumstances or scholarships that have been supplemented or lost. These types of communications are important but do not belong in this letter; instead, this information should be shared with your Scholar Relations Manager in a separate email.

Do not include in your letter changes in contact information. To notify the Foundation of address or phone changes, navigate to your Scholar profile in the Terry Portal and update the appropriate data fields with your new information.

4. How long should my self-evaluation letter be?

Your letter should be between 500-1000 words. You should organize your thoughts and strive to be as concise as possible.

5. Is any particular format required?

Letters must be typed or pasted into the Self-evaluation Submission Form in the Terry Portal. All letters must include a header and a salutation. We ask that you reread and proof your letter for grammatical and spelling errors prior to submission.

6. Are graduating seniors required to submit a letter?

No. Although graduating seniors (or Scholars who have utilized all their semesters of funding) are not required to submit an SEL, Foundation personnel certainly enjoy hearing from you.

7. Will I receive a response to my letter?

Yes. You will receive an automatic response when your letter is submitted via the Terry Portal. Once your letter has been read, you will receive a notification to access your reviewer's comments by logging into the Terry Portal. We expect all Scholars to have read their reviewer's comments prior to the annual Terry Orientation.

8. When is the letter due?

Self-evaluation letters are due no later than **June 1st** of each year during which you receive funding from the Terry Foundation.

9. Where do I submit the letter?

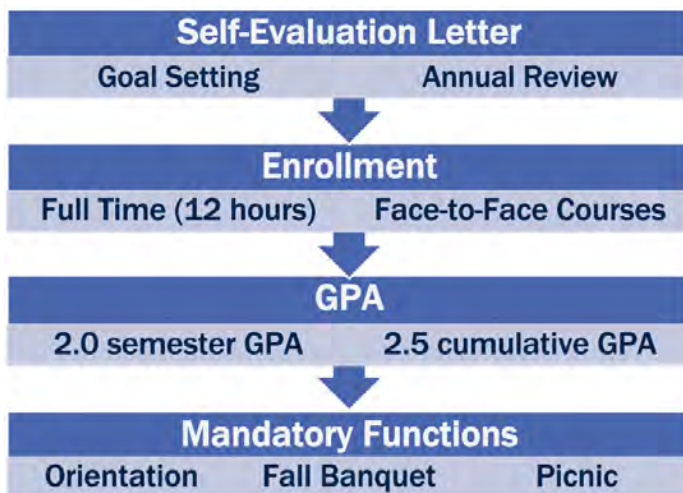
SELs are submitted using the Terry Portal. On or around May 1st of each year, you will receive an email instructing you to log into the Portal to submit your letter. The self-evaluation submission form is not available until you receive this notification. If you need to submit your SEL early (prior to receiving your annual SEL email notification), please email your Scholar Relations Manager for assistance.

Recap: Terms of Your Scholarship

You have accepted the honor and responsibility of being a Terry Scholar. Therefore, you have also accepted the requirements to maintain your funding and to remain in good standing with the Terry Foundation.

The Foundation staff, Terry Campus Coordinators, and many members of the Terry Scholar Community will assist you in the journey to completing your college education.

However, **YOU** have the ultimate responsibility to ensure that all terms of your scholarship have been met. Do not hesitate to ask questions if something is unclear, and do not wait to seek assistance or take action if you believe that you may not meet an expectation outlined in this handbook.



Guidelines for Using Terry Connect

1. What is Terry Connect?

Terry Connect is a networking platform exclusively for Terry Scholars. Current students and Alumni can use the platform to:

- Offer and seek help with resume review, mentorship, and professional introductions
- Search for and connect with fellow Terrys based on major, career fields, etc.
- Find and post job and internship opportunities
- Learn about and sign up for events hosted by the Foundation, student organizations, and Alumni chapters

Terry Connect is a great tool for Terrys at any stage of their educational or professional journeys, and using this platform strengthens our Terry family by facilitating relationships across schools and Terry Scholar cohorts.

All Terry Scholars are automatically granted Terry Connect accounts and can activate them at any time by using Google, Facebook, LinkedIn, or email and password of choice.

To access Terry Connect, visit **terryconnect.com** or download the Terry Connect app for Apple or Android devices (instructions at **terryfoundation.org/connect**).

2. Why should I activate my Terry Connect profile?

Your profile helps other Scholars get to know you and learn about your interests and areas of expertise. **We recommend completing as many fields as possible.**

Example Profile:

The screenshot displays a user profile for Blane Skiles on the Terry Connect platform. The profile includes a circular profile picture, a header with the name 'Blane Skiles' and title 'Communications Director, Deason Criminal Justice Reform Center, SMU Dedman School of Law, Terry Alumni'. Below this are buttons for 'MESSAGE', 'VIDEO CHAT', and 'SCHEDULE', along with LinkedIn and Twitter social media icons. A 'Summary' section contains three paragraphs of text detailing his career at UNT, NBC, and the Deason Center, as well as his personal interests and family. A 'Terry Scholarship' section mentions a 'Scholarship Award Year 2012'. To the right, a sidebar features two sections: 'Willing to help' with options to 'Request help' and 'Offering mentoring' with a 'Request mentoring' button. At the bottom right, a map shows 'Blane's location' in Dallas, Texas, with a red pin and a 'Contact information' section below it.

Blane Skiles
Communications Director
Deason Criminal Justice Reform Center, SMU Dedman School of Law
Terry Alumni

MESSAGE VIDEO CHAT SCHEDULE

LinkedIn Twitter

Summary

After studying broadcast journalism at UNT, I spent six years working as a journalist focused on visual and digital storytelling, audience strategies, and political journalism. In 2021, I decided to shift careers and am now the Communications Director for the Deason Criminal Justice Reform Center at the SMU Dedman School of Law.

Before moving to the Deason Center, I worked for NBC as a producer, helping launch a new network aimed at a millennial and Gen Z audience. Before that, I spent five years working in local TV news as a producer and manager.

I am a huge fan of The West Wing. I'm a coffee drinker, an NPR listener, an amateur photographer, and a wannabe traveler.

I live in the Dallas area with my wife (Sarah) and my two kids (Margo and Theo). I also served on the Terry Foundation Alumni Advisory Board from 2018-2021.

Terry Scholarship
Scholarship Award Year 2012

Achievements
What's this?

Willing to help
Willing to answer industry specific questions
Willing to introduce others to personal connections
Request help

Offering mentoring
Review resume
Offer professional field advice
Provide internship opportunities
Provide shadowing opportunities
Willing to meet for a chat (in-person or virtual)
Request mentoring

Blane's location
Dallas, Texas, United States

Map showing location in Dallas, Texas, with labels for Irving, University Park, Sunnyvale, Balch Sp, Grand Prairie, and Dallas. Map data ©2023 Google. Terms of Use Report a map error

Contact information

3. How do I get started?

When you create your profile at **terryconnect.com**, you will be asked to provide information about yourself. **Information about your Terry university and award year are mandatory**, and we recommend completing as many fields as possible, especially your major, future career field, industry, location, and summary.

Upload an image

Create a new account

First name *
John

Last name *
Smith

Email *
jsmith@terryscholars.org

Affiliation *
Terry Alumni

Password *
Confirm password *

Date of birth

Terry University *

Highest Degree Earned

Scholarship Award Year *

Career or Primary Specialization

College Major(s)

TIP

The mentor matching system, job board, and weekly newsletter use the fields completed in your profile to suggest mentors, jobs, internships, and events that match your interests and location.

Also, if you send a message or mentor request to a fellow Terry Scholar, they are very likely to visit your profile before responding. Help them learn about you!

Basically, the more information you provide in your Terry Connect profile, the better your Terry Connect experience will be!

You will also be able to indicate the ways you would like to offer and seek help.

Mentoring Settings

Offer Help

☒ Willing to answer industry specific questions

☒ Willing to introduce others to personal connections

☒ Willing to speak at Terry student group or alumni meetings

☒ Willing to share information about the Terry scholarship at high schools and colleges

Seek Help

☐ Willing to answer industry specific questions

☐ Willing to introduce others to personal connections

☐ Willing to speak at Terry student group or alumni meetings

☐ Willing to share information about the Terry scholarship at high schools and colleges

Offer Mentoring

☐ Offer graduate school advice

☒ Review resume

☒ Offer professional field advice

☒ Provide internship opportunities

Seek Mentoring

☐ Offer graduate school advice

☐ Review resume

☐ Offer professional field advice

☐ Provide internship opportunities

TIP

Terry Connect will use your “offering help” and “seeking help” selections to suggest some potential mentors and/or mentees for you.

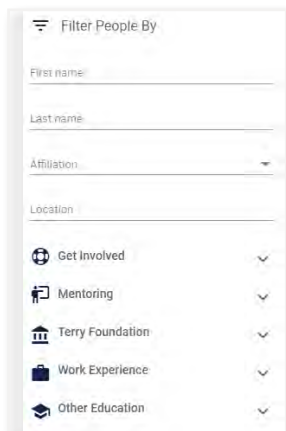
The Foundation, student organizations, and alumni chapters also utilize the “offering help” selections to find participants for activities like outreach events, Q&A Panels, and more.

Be sure to update your selections periodically to help fellow Terry Scholars connect with you.

4. How do I find a mentor on Terry Connect?

Potential mentors have indicated the ways that they are able and willing to help their fellow Terrys. You will be able to search the directory using many criteria, including: type of mentorship desired, location, major, graduate field, career specialization, and more.

Once you receive your search results, you can then send mentor requests and messages to the Terrys who best meet your search criteria.



If a Terry is willing to be contacted for help or mentoring, that person will have a profile badge that looks like this:



What is the difference between a message and a help/mentoring request?

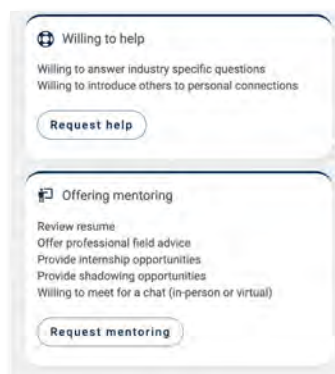
Messages are meant for general communication. You can send a message to any user who allows this feature by clicking the message button at the top of their profile.



In addition to sending direct messages, you can also request a meeting with certain Terrys. If someone is willing to meet with fellow Scholars, they will have buttons you can click to request a phone call, in-person meeting, Skype call, Google Hangout, or video call directly inside the Terry Connect Platform. **We highly recommend using the “Schedule” option to request a meeting ahead of time.**

A **help/mentor request** is more formal and will create a link between your profile and the profile of the person you are contacting. You can find the help/mentorship request buttons on the right side of a user’s profile, if they are willing to be contacted.

Please do not contact fellow Scholars to request help or mentorship if they have not indicated that they are willing to help. Similarly, do not contact someone to request help with something that they have not included on their help/mentoring choices.



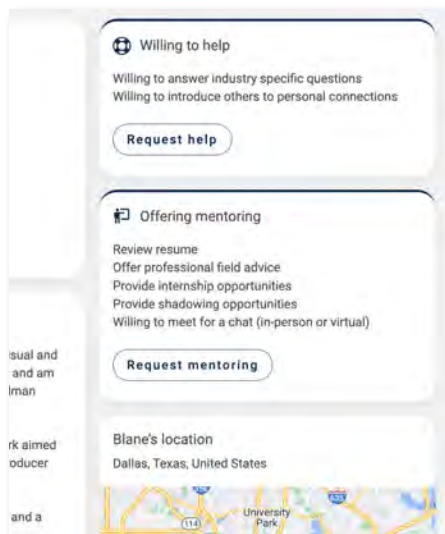
5. I have found a potential mentor, now what?

Before reaching out to Terry Scholar Alumni on Terry Connect, you should navigate to **terryfoundation.org/connect** and consult the information provided. You owe yourself and any Scholar Alumni whom you might contact the benefit of thorough preparation. Utilizing this information will increase your confidence, save you time, and ensure successful outreach efforts.

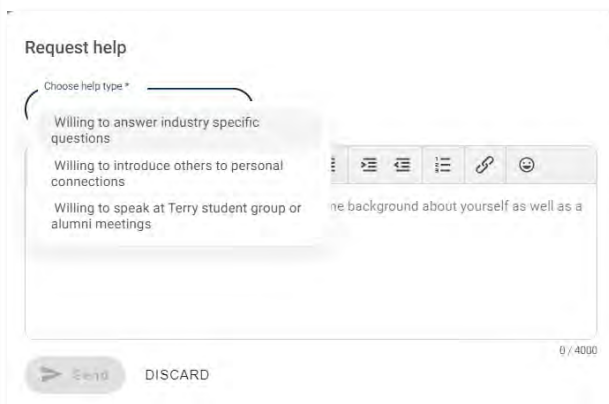
Resources on the website include:

- Recommendations for making the best possible first impression;
- Strategies for requesting and conducting a meaningful and productive informational interview;
- Example icebreaker, school, and career questions;
- Sample correspondence from Terry Scholars and Alumni

When you are ready to send a request, navigate to the appropriate profile and select either “request help” or “request mentoring.”



You will then be asked to indicate what specific type of help or mentoring you need. You will only be able to see the options that the user has indicated in their profile.



You should ALWAYS include a greeting in your mentor request. Do not leave the message section blank. Include your major(s), your goals/ desired career field, and your specific reason for reaching out. Be sure you give the recipient time to respond before following up. Some people have very busy schedules and may take a few days or more to see and consider your request.

Visit **terryfoundation.org/connect** for tips on writing professional introductions.

6. What is expected of me when I use Terry Connect?

Scholars are required to abide by the following guidelines when using Terry Connect:

- Terry Connect is for use by Terry Scholars ONLY, and its contents may not be shared and the personal information contained cannot be used for commercial purposes, solicitation, or mass communications of any kind.
- Each Terry Scholar will conduct oneself in a professional manner when contacting Terry Connect Mentors and other Terry Connect users.
- Each Terry Scholar will respect Terry Connect Mentors' time as working professionals and will employ patience and understanding, as some Alumni may be able to invest more time than others.
- Each Terry Scholar will refrain from asking any Terry Connect Mentor or other user for special consideration or favors due to shared status as Terry Scholars.
- Each Terry Scholar must refrain from asking a Terry Connect Mentor or other user for a job or inside information regarding open positions within his or her company, unless this is something they have explicitly stated in their profile.
- All Terry Connect users pledge to inform the Foundation immediately upon observation that Terry Connect is being used inappropriately. **Inappropriate use of Terry Connect will result in suspension of your account.**

To access Terry Connect, please visit **terryconnect.com** or download the mobile app.

For additional tips and guidelines for networking, please visit **terryfoundation.org/connect**.

