

# Scholarship Guidelines

## I. Overview

The Foundation will provide scholarships to students enrolled at universities with an active chapter of Delta Phi Epsilon, the professional foreign service fraternity. Scholarships are intended for students pursuing a career in any branch of the United States Foreign Service and who apply to take the U.S. Foreign Service Exam.

The total annual amount of scholarships awarded will not exceed \$10,000. Each individual scholarship will be a prorated portion of this total amount, based on the number of applicants. The availability of scholarships will be communicated through the Placement Office of Georgetown University and other universities with active Delta Phi Epsilon chapters. Additionally, an annual notice of the availability of scholarships will be published in the university newspaper and the official publication of Delta Phi Epsilon. Scholarship recipients will be announced at each annual meeting of all active chapters of Delta Phi Epsilon, and the availability of scholarships for the upcoming year will be communicated at this meeting.

The Foundation does not intend to award education loans and has no present plans to do so.

## II. Recordkeeping

The Foundation will maintain case histories of all scholarship recipients. This record will include the recipient's name, address, the purpose of the award, the amount awarded, and the method of selection. Relatives of officers, trustees, or substantial donors to the Foundation are ineligible to receive scholarships.

## III. Eligibility Criteria

1. Eligibility is restricted to students enrolled at universities that have an active chapter of Delta Phi Epsilon.
2. Applicants must provide evidence of both their enrollment at a qualifying university and their application to take the U.S. Foreign Service Exam.

## IV. Award Distribution

1. All eligible students who submit evidence of their application to take the U.S. Foreign Service Exam will receive a scholarship.
2. The initial aggregate amount of scholarships awarded annually will not exceed \$10,000, with each scholarship prorated based on the number of eligible applicants.
3. At this time, the Foundation does not intend to provide for renewal of the initial scholarship grants.

## **V. Scholarship Terms and Conditions**

1. Scholarship recipients are required to submit evidence that they have taken the U.S. Foreign Service Exam within one year of receiving the scholarship.
2. If a recipient cannot provide such evidence due to illness or another legitimate reason, they must submit documentation to that effect.
3. Recipients who fail to provide evidence of taking the exam without good cause will be ineligible for any future Foundation grants.
4. Recipients are not required to submit grade transcripts or reports, nor are they required to account for the expenditure of scholarship funds.

## **VI. Selection Committee**

Members of the Scholarship Selection Committee must meet at least one of the following criteria:

1. A current or former college or university professor;
2. A current or former U.S. Foreign Service Officer;
3. A current or former editor of a scholarly journal focused on international affairs; or
4. A current or former U.S. military officer with a rank of O-5 or higher.

## **VII. Ineligibility**

Relatives of the following individuals are ineligible to receive scholarships:

1. Members of the Scholarship Selection Committee;
2. Officers or trustees of the Foundation; or
3. Substantial contributors to the Foundation (defined as contributors of \$20,000 or more).

## **VIII. Notification of Scholarship Availability**

1. The availability of scholarships will be communicated to the Placement Office of Georgetown University and other universities with active Delta Phi Epsilon chapters.
2. An annual notice of the availability of scholarships will be published in the university newspaper and the official publication of Delta Phi Epsilon.