

**J.D. SHATFORD MEMORIAL TRUST**  
**P.O. BOX 192**  
**HUBBARDS, N.S. 80J 1T0**  
**[www.jdshatfordmemorialtrust.org](http://www.jdshatfordmemorialtrust.org)**  
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**General Information for Students Applying for Community College Educational Assistance**

1. An application must be submitted on an annual basis for funding. The maximum number of years an individual may receive funding from the Trust is 10 years.
2. Applications received by the last Friday in July will receive priority attention and will be submitted to the Trust's Advisory Committee and Trustee the first week of August for consideration. Late applications will be held for the second submission to the Trust's Advisory Committee and Trustee in late September. Applications should be submitted as early as possible to help expedite the review process.
3. Incomplete applications will be returned to the applicant. Please provide a complete street address to assist us in determining your eligibility. For example, RR#2 Hubbards does not provide us with sufficient information to determine whether you live within the geographic boundaries of the Trust.
4. The maximum assistance provided to scholarship recipients per year may vary based on income earned by the Trust and the number of applicants. Funding will be determined by JPMorgan Chase Bank, N. A., the Trustee.
5. Funding is provided to full time students only and based on the criteria reflected in the required application form. Funding is based on a scholarship recipient's successful completion of the required courses for each academic year.
6. Funds are paid in US funds usually by mid-September. The funds will be paid directly to the institution to be applied against any outstanding accounts. Any balance should be paid out to the scholarship recipient by the school and only used for educational expenses (e.g., books and course related expenses, room and board, reasonable and necessary living expenses, etc.)
7. For those scholarship recipients enrolled in multi-year programs it is expected that each recipient will be successful in academic year previous to the year for which the current application is being submitted. Otherwise funding will be decreased or discontinued.
8. The academic year is considered to run from July 1 through June 30 for purposes of determining funding in paragraph 7.
9. Eligible scholarship recipients are deemed to reside within the Trust's geographic boundaries if (i) they completed of the last three (3) years of high school (grades 10 to 12) while living within the Trust's geographic boundaries, (ii) their family continues to reside within the Trust's geographic boundaries, and (iii) the scholarship recipient's permanent residence continues to be within the Trust's geographic boundaries (even if he or she attends a school outside those boundaries). Future eligibility for scholarship funding is determined based on whether a scholarship recipient continues to meet these three residency requirements. Final determination of whether an applicant or scholarship recipient meets these residency requirements is within the sole discretion of the Trustee.

10. Should you decide not to continue your education or to alter your program during the year, please inform the Trust's Advisory Committee. Scholarship funds not used as a result of this decision must be returned to the Trustee, JPMorgan Chase Bank, N. A. Arrangements to do so can be made through the Advisory Committee.

11. The Trustee and their representatives reserve the right to publish the names of any or all applicants and scholarship recipients as they deem appropriate.

12. Scholarship recipients with concerns or questions relating to their funding can contact [info@jdshatfordmemorialtrust.org](mailto:info@jdshatfordmemorialtrust.org).