

SACKOBA-USA

Scholarship & Educational Assistance Policy

1. Purpose

The purpose of this Scholarship & Educational Assistance Policy is to establish objective and nondiscriminatory procedures for the administration of scholarships, educational assistance, and related charitable educational programs conducted by SACKOBA-USA.

SACKOBA-USA is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Scholarships and educational assistance provided by the organization shall be awarded solely in furtherance of those exempt purposes.

2. Scope of Programs

The organization will provide:

- Academic scholarships
- Educational grants
- Tuition assistance
- Educational supplies or resources
- Student enrichment support
- Leadership and mentorship program assistance
- Support for educational and extracurricular initiatives

Programs will benefit eligible students residing in:

- The United States
- Sri Lanka
- Other locations consistent with the organization's charitable mission

3. Eligibility

Scholarship and educational assistance applicants may include:

- Students pursuing secondary or higher education
- Students demonstrating academic achievement
- Students demonstrating leadership potential
- Students involved in community service
- Students with demonstrated financial need
- Students affiliated with educational institutions supported by the organization

Eligibility requirements may vary depending on the specific scholarship or educational assistance program.

4. Selection Criteria

Scholarships and educational assistance shall be awarded based on objective and nondiscriminatory criteria, which may include:

- Academic performance
- Leadership qualities
- Community involvement
- Character and integrity
- Financial need
- Educational goals
- Merit and achievement
- Other charitable or educational considerations approved by the organization

No applicant shall be discriminated against on the basis of race, religion, gender, ethnicity, national origin, disability, or political affiliation.

5. Selection Committee

The Board of Directors may appoint a Scholarship Committee or Educational Assistance Committee to review applications and make recommendations.

The Committee may consist of:

- Members of the Board
- Executive Committee members
- Qualified volunteers
- Educational or professional advisors

All committee members shall act in the best interests of the organization and in furtherance of its charitable and educational purposes.

6. Conflict of Interest

Any person participating in the review or approval of scholarships or educational assistance who has a personal, family, financial, or other conflict of interest with respect to an applicant shall disclose such conflict and recuse themselves from the review, discussion, recommendation, and voting process relating to that applicant.

No scholarship or educational assistance shall be awarded for the private benefit of any director, officer, committee member, donor, or related individual except through an objective and nondiscriminatory selection process consistent with this policy.

7. Application & Documentation

Applicants may be required to submit:

- Application forms
- Academic records
- Recommendation letters
- Essays or statements
- Proof of enrollment
- Financial information
- Other supporting documentation

The organization may verify submitted information as deemed necessary.

8. Approval Process

Scholarship and educational assistance awards shall be approved by:

- The Board of Directors, OR
- A duly authorized committee operating under Board oversight

All approvals shall be documented in organizational records.

9. Use of Funds

Scholarship and educational assistance funds shall be used solely for educational or charitable purposes approved by the organization.

The organization may:

- Pay funds directly to educational institutions
- Reimburse approved educational expenses
- Distribute funds subject to reasonable restrictions and oversight

Recipients may be required to provide proof of appropriate use of funds and a statement of acceptance.

10. International Educational Assistance

For scholarships or educational assistance provided outside the United States, including assistance benefiting students or educational institutions in Sri Lanka, SACKOBA-USA shall retain full discretion and control over the use of funds.

The organization shall maintain records reasonably sufficient to demonstrate:

- The charitable purpose of the assistance
- Approval of the assistance by the organization
- Appropriate use of funds by recipients or recipient institutions

11. Record Retention

The organization shall maintain records relating to:

- Applications
- Selection criteria
- Committee reviews
- Award approvals
- Disbursement of funds
- Recipient reporting

Records shall be retained in accordance with the organization's document retention practices and applicable law.

12. Policy Review & Amendments

This policy may be reviewed and amended periodically by the Board of Directors to ensure continued compliance with applicable laws, IRS requirements, and the charitable mission of the organization.

