

Scholarship Agreement 2025-2026

Question 1

Congratulations on being selected to receive a CEI Foundation scholarship! It is because of the generosity of the greater Idaho Falls community that the Foundation is able to extend this award to you. In order to ensure that the donor's funds are spent according to their wishes, the Foundation mandates that each candidate complete the following agreement. **Failure to complete this agreement will result in the loss of your scholarship.**

Question 2

I understand that I **must** be enrolled at CEI for at least 1 credit per semester (some exceptions may apply based on program requirements/completion) in order to receive my scholarship for the academic school year. I understand that I need to accept my scholarship through the Self-Service portal prior to the fee deadline (listed on the CEI academic calendar) each semester. I understand that scholarship funds must be used in the current academic school year and that funds not used will NOT be held for later academic years.

Question 3

I understand that I must maintain a minimum of a 2.0 grade point average or risk being placed on academic probation. Falling below this GPA **can result in a loss of my scholarship**. Some scholarships will require maintaining a higher GPA for eligibility. It is my responsibility as a scholarship recipient to verify any specific GPA requirements of my individual scholarship.

Question 4

I understand that the CEI Foundation treats scholarship eligibility with the same guidelines as federal financial aid, and that I must maintain academic progress as dictated by CEI policy. Federal regulations require that you must be making satisfactory academic progress toward a degree for you to be eligible to receive federal financial aid funds. I will read the Satisfactory Academic Progress (SAP) policy in its entirety on the CEI website to make sure I understand these requirements. Students must meet all requirements listed to be in good standing for financial aid. [CEI SAP Policy](#)

Question 5

I understand that if I lose my scholarship due to unsatisfactory academic progress of the previous semester, I can appeal this decision using the designated [CEI Foundation Scholarship Revocation Appeal Form](#). After submitting the completed scholarship appeal form, a committee will evaluate my appeal and I will be notified of the result.

Question 6

I understand that a CEI Foundation scholarship is an educational award made possible by the generous supporters of the CEI students. This award does not have to be repaid upon completion of my academic program.

Question 7

I understand that my scholarship is **not a cash award**. My scholarship will only cover educational expenses limited to tuition, fees, and other approved program materials. I understand that I will not receive a refund for any unused scholarship funds.

Question 8

I understand that my scholarship provides funding for the 2025 Fall semester, the 2026 Spring semester and the 2026 Summer semester. Scholarship funds are typically split between the Fall and Spring semesters. I understand that I am able to change the amount allocated each semester under special circumstances, if my scholarship allows. As the student, it is my responsibility to email **scholarships@cei.edu**, to discuss a change in funding allocation prior to the fee deadline each semester.

Question 9

I understand that my scholarship will be applied to my tuition expenses first, before it is applied to any course fees or other charges. I understand any federal financial aid (Pell Grants, loans, etc.) will be applied to any remaining balance after that. I understand that I am responsible to pay any final balance, whether by self-pay or federal financial aid.

Question 10

I understand that I am allowed to use any remaining scholarship dollars in the CEI Bookstore to purchase required program materials and supplies. I understand that program materials and supplies not listed on my class syllabus must be approved through the Foundation by emailing **foundation@cei.edu**, prior to purchase. If I misuse or abuse scholarship dollars in the bookstore, I understand this will result in a loss of my scholarship, and jeopardize any future scholarship opportunities with the CEI Foundation. I understand I will need to verify remaining usable funds by emailing **scholarships@cei.edu**, prior to the start of each semester. Bookstore scholarship dollars will be available the Friday before the start of each semester.

Question 11

I understand that it is my responsibility, as a scholarship recipient, to save all receipts for tuition, bookstore purchases, and other educational expenses for purposes of filing my annual tax return (or other reasoning). The College of Eastern Idaho, CEI Bookstore, or the CEI Foundation WILL NOT provide receipts for purchases made with scholarship dollars or other forms of payment.

Question 12

I understand that I may willingly participate in a CEI publication but I am not required to do so in order to receive my scholarship. I may also be asked to participate in several campus activities, which support student scholarships (i.e. Scholarship Celebration or the Great Race for Education), but am not required to do so in order to receive my scholarship. Photos are taken at these events and may be used in CEI Foundation publications for promotion purposes. If I do NOT wish for my photos to be used for any reason, I must contact the CEI Foundation office. **foundation@cei.edu**

Question 13

I understand that I am **required** to volunteer a minimum of ten hours of community service during the 2025-2026 academic school year. I understand my community service must be completed at an approved facility or organization in order for the CEI Foundation to count the hours towards my scholarship agreement. I understand that my volunteer hours must be logged by filling out the [Community Service Hours Form](https://cei.giving.org) at [ceigiving.org](https://cei.giving.org) by the end of the last semester I am a CEI student. If I choose not to volunteer and document my volunteer hours, I will jeopardize any future scholarship opportunities with the CEI Foundation.

(Any questions or concerns regarding community service, or for a list of possible volunteer options, please [Click Here](#) . You can also contact foundation@cei.edu or (208) 524-3000 ext. 8)

Question 14

To properly acknowledge the generosity of the Foundation donors, I understand that I am **required** to write a thank you note to my **specific** scholarship sponsor. The name of that sponsor will appear on the award letter and email that I receive informing me that I was awarded a scholarship. I will include a photo of myself and/or my family and explain the positive impact that a CEI Foundation scholarship has on my education. A guide for this thank you note can be found at [ceigiving.org](https://cei.giving.org). This note is due to the CEI Foundation by **September 1, 2025**. Students may email thank you letters to scholarships@cei.edu, deliver them in person to Building 3 Room 311, or mail them to:

The CEI Foundation
1600 S. 25th E.
Idaho Falls, ID 83404

Question 15

I understand and agree that the CEI Foundation may provide my academic and personal information to show my progress if requested by my scholarship donor.

Question 16

I understand that I must report a change in contact information in a timely manner. If the Foundation or Financial Aid cannot reach me due to expired contact information, I understand that this **can result in a loss of my scholarship**. I also understand that the CEI Foundation will only use my assigned CEI student email to send out communications and that it is my responsibility to check it regularly.

Question 17

I understand that some processes are subject to change. The CEI Foundation will make efforts to communicate these changes as they occur via email. I understand it is my responsibility as a scholarship recipient to regularly check my student email account in regards to these changes.

Question 18

Electronic Signature: By submitting my name, I understand the responsibilities of accepting my scholarship funding, and accept this scholarship according to the terms listed. I understand that I do not have to agree to each term, but that to not agree with each term will result in a loss of scholarship. For any questions or concerns

regarding the CEI Foundation Student Scholarship Agreement, I will contact **scholarships@cei.edu** or (208) 524-3000 ext. 7.

Question 19

Communications will be sent to your CEI email once funds are available. For issues or questions concerning Self-Service, please contact the **scholarships@cei.edu** or (208) 524-3000 ext. 7.

This information can also be found online at the CEI Foundation website at www.ceigiving.org.