

Randon Costello Scholarship Endowment Fund

Program Guidelines

APPLICATION PERIOD OPENS: January 1st

APPLICATION PERIOD DEADLINE: June 30th

AWARD DEADLINE: August 1st

PROGRAM

The Randon Costello Scholarship Endowment Fund (the "Foundation") is established under Section 501(c)(3) of the Internal Revenue Code to administer certain funds (the "Funds") that provide Scholarships to Eligible Individuals in accordance with the procedures and policies set forth herein. At all times, it is the intention that the Foundation and the Funds be administered, and Scholarships be awarded, in accordance with all applicable Internal Revenue Code requirements and any corresponding regulations and guidance.

For purposes hereof, in addition to the definitions above, the following definitions shall apply:

1. "Academic Year" shall mean the twelve (12) month period that commences in the Fall semester after the Award Deadline and ends at the conclusion of the following Summer semester; for example, awards made August 1, 2020, can be used toward eligible expenses for the Fall of 2020 and the Spring and Summer of 2021 provided the awardee is enrolled in school as provided in these guidelines for each of those semesters.
2. "Application Period" means from January 1st through June 30th of each year.
3. "Application Period Deadline" means June 30th of each year.
4. "Award Deadline" means August 1st of each year.
5. "Company" shall mean Leading Health Care of LA, Inc.
6. "Dependent Children" shall mean those unmarried persons who are under the age of twenty-six (26) as of the Award Deadline, and who are the biological or legally adopted children, as well as stepchildren, living in the employee's household who receive more than 50% of their financial support from the employee, OR children by legal guardianship who receive 100% of their financial support from the employee (excluding the child's own income if the guardian provides at least 50% of the total support).
7. "Eligible Individuals" shall mean the Dependent Children of any employee of the Company:
 - a. who has been employed on a full-time basis for at least six (6) consecutive calendar months as of the Application Deadline and whose parent remains so employed as of the Award Deadline,
 - b. whose employment duties classify such employee as a Direct Support Worker (DSW), and
 - c. whose Dependent Children have or will have for the applicable Academic Year education-related expenses required for Full-time Study or Part-time Study, if applicable, (whether on an in-person basis, online program or a combination of the two) at any of the following accredited institutions of the student's choice:
 - i. a primary and/or secondary school (whether public, private or parochial),
 - ii. an accredited trade or vocational school, regardless of whether such child has graduated from high school or obtained the equivalent status if home schooled, or
 - iii. a community or four-year college or university following graduation from high school or the equivalent status if home schooled.

Notwithstanding the foregoing, in the event the Dependent Children have more than one (1) parent who is employed by the Company, both parents must satisfy the criteria set forth above.

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8. "Full-time Study" shall be defined as being the same definition of full-time study or full-time enrollment by the educational institution attended or that will be attended by the applicant in question, and such status must be maintained for the entire Academic Year for which the Scholarship application is submitted.
9. "Ineligible Individuals" shall mean (i) immediate family members of officers, directors, major contributors to the Fund and members of any scholarship selection committee, as well as children of employees whose employment is considered to be administrative in nature, (ii) those persons who do not satisfy the definition of Dependent Children, and/or (iii) any person who is awarded other scholarships or grants that pay for all of the person's tuition, required fees, books, supplies, and room and board, or who receive appointment to a military academy where no tuition is required.
10. "Part-time Study" may be defined, at the discretion of the Selection Committee, as being the same definition of part-time study or part-time enrollment by the educational institution attended or that will be attended by the applicant in question, and may take into account the type of study or program, type of school, and other related factors including full-time or part-time employment. Decisions regarding eligibility for Scholarships for individuals enrolled or to be enrolled in Part-time Study will be made by the Selection Committee.
11. "Satisfactory Academic Performance" means: 1) achieving a 2.0 grade point average (GPA) or better on a 4.0 scale each grading period (semester or quarter), with no more than one grading period below the requirement, and 2) maintaining Full-time Study, or at the discretion of the Selection Committee, Part-time Study, with no more than one grading period below the requirement, and/or 3) achieving an equivalent grading period equivalent as deemed appropriate by the institution if a 4.0 grade scale system is not used.
12. "Scholarship" or "Scholarships" shall mean those funds awarded to Eligible Individuals for Qualifying Expenses (as hereinafter defined) for an Academic Year by the Foundation.
13. "Selection Committee" shall mean those individuals who from time to time are appointed by the Board of the Foundation to review Scholarship applicants and make recommendations on the granting or denial of such applications and the amounts awarded to any particular Scholarship recipient.
14. "Qualifying Expenses" shall mean tuition, required fees, uniforms, books, supplies, equipment, and other education-related expenses.

SCHOLARSHIP AWARD GUIDELINES:

- Applications must be submitted on the form of application required by the Foundation during the Application Period.
- Only complete applications will be considered.
- The Selection Committee shall review the applications and make determinations as to the granting or denial of each application and in the case of a grant of a Scholarship, the amount thereof.
 - There is no minimum amount of any Scholarship award.
 - All awards are based on an evaluation of the full-time or part-time enrollment of the recipient, the costs of Qualifying Expenses for the recipient and other factors deemed relevant by the Selection Committee, such as prior academic performance, test scores, recommendations, and/or financial need.
 - If the applicant has previously received a Scholarship from the Foundation, the student must have maintained Satisfactory Academic Performance and remained in good standing as a student as determined by the educational institution attended during the Academic

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Year(s) for which the prior Scholarship(s) was/were granted, and submit a transcript at the conclusion of each Academic Year for which a Scholarship was awarded in order to be considered for additional Scholarship awards in the future.

- The applicant must submit original transcripts directly to the Foundation with its application. Student-generated online transcripts are acceptable if they include the student's name, school name, grade and credit hours earned for each course, and grading period in which each course was taken as part of the printed document.
- Scholarships are awarded without regard to race, color, creed, religion, sexual orientation, gender, disability or national origin.
- Persons granted Scholarships must be Eligible Individuals. Ineligible Individuals are disqualified from receiving Scholarships.
- Any person awarded a Scholarship and:
 - who is not enrolled in the applicable Fall semester forfeits the Scholarship for the entire Academic Year for which it was awarded; and/or
 - who withdraws from the educational institution without completion of the Fall semester or who is not enrolled in the applicable Spring semester forfeits the Scholarship for the Spring semester.
- Please note that no exceptions will be made.
- Scholarships are awarded each year for one Academic Year, and a new application must be submitted by the Application Deadline applicable to each year for which Scholarship consideration is requested.

DISBURSEMENT

- Each Scholarship shall be paid out in two (2) installments, payable on or within five (5) days of September 1 and February 1, respectively, of the Academic Year for which the Scholarship was awarded. The installments for each such semester for a given recipient shall be equal unless otherwise determined by the Selection Committee. The recipient must be an Eligible Individual at the time of each disbursement.
- Scholarship awards shall be paid by the Foundation, in its discretion, directly to the educational institution if the purpose of the Scholarship award is the payment of tuition or other fee the recipient owes or owed to the educational institution, with such payment to be by electronic funds transfer (if institution is a participating affiliate), or mailed to the appropriate school finance office with a check memo that specifies how the funds may be used. If the recipient has already paid such tuition or fees through other means while awaiting the Scholarship funds, the recipient is solely responsible for seeking a refund from the educational institution.
- Scholarship awards for other expenses, such as supplies or uniforms, may be paid to the recipient if he/she is over the age of eighteen (18) or his/her legal guardian or domiciliary parent if the recipient is under the age of eighteen (18), in each instance by check or electronic funds transfer, at the discretion of the Foundation, after submission to the Foundation of such evidence of the expenses at issue as the Foundation may require. The Foundation shall not, absent a court order, make payment to any person except as set forth herein.
- It is the recipient's responsibility to provide his/her educational institution with a copy of the Scholarship award notification letter and determine whether the education institution will await payment of the Scholarship payment in order for the recipient to maintain his/her enrollment status.

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IMPORTANT INFORMATION

- The student is responsible for immediately notifying the Foundation regarding any changes in personal contact information, financial assistance or enrollment, including change of student address, change of college/university/educational institution payment address, transfer to a different school, change of enrollment status, participation in co-op or internship programs, and other relevant information.
Failure to notify the Foundation of additional financial assistance resulting in overfunding may result in a Scholarship award adjustment or forfeiture.
- Arrangements can be made to accommodate co-op/internship situations. Please contact the Foundation for further details.
- The recipient is responsible for determining whether the total amount of all scholarship funds received is greater than expenses incurred for tuition, fees, books, supplies and required equipment (not including room and board) and for reporting any excess amount as taxable income to the Internal Revenue Service.
- Except as stated above, requests for exceptions to the stated guidelines, must be submitted in writing. Please contact the Foundation for further details.

REVISIONS TO AND INTERPRETATION OF GUIDELINES

The Foundation reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time, including termination of the program. The Foundation, in its sole and absolute discretion, has the right to interpret and construe the program and these Guidelines, and any interpretation or construction of the program and these Guidelines shall be final and conclusive.

For questions, use the contact information below, and please refer to the Randon Costello Scholarship Endowment Fund whenever you call, email or write.

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