

Sybil Dukehart Fund Application Procedure

When your application is received by the USDFD President and the Education Committee (2) whose contact details are found at the end of the application.

An email “application receipt” will be sent to the applicant by a member of the Education Committee. The receipt will merely state that the application has been received and that it will be reviewed and acted on at the next Scholarship Committee meeting, this date will be included in the response and the applicant will receive a response when a decision is reached. The time frame for an answer will be dependent on the number of applications received, if the committee requires further information and on the timing of the next meeting.

The Education Committee will meet ahead of the Scholarship Committee to review the application, assuring that ALL information has been provided and that the application meets with the initial criteria laid out by the fund. If more information is required the Education Committee will contact the applicant by email and request further information or clarification.

The Education Committee then will make a presentation at the next Scholarship Committee Meeting of those applications received.

All applications will receive a letter of response once a decision has been made. The approval response will include an expected date for funding which will be a part of the Scholarship Committee process. Letters of Condolence will be sent to those who are not approved. No specific reason for rejection will be given, an invitation may or may not be made to reapply at some later date.