



# Automobile Dealers Association of North Dakota

*Serving ND automobile dealers for over 80 years!*

## Scholarship Rules & Regulations

### PURPOSE

To assist in the training, re-training, or advancement of employees or potential employees of North Dakota franchised automobile and truck dealers in order to create a larger pool of qualified, committed long-term employees for those dealerships.

### ELIGIBILITY

ADAND's Scholarship Program is available to all employees or potential employees of North Dakota franchised car and truck dealerships, subject to the following conditions:

- The student must be enrolled and accepted in a higher education curriculum, which is approved by the dealer principal as training applicable to the dealership's needs. Scholarship recipients must be enrolled full-time in the approved course of study.
- The dealer principal must be willing to provide scholarship funds in the amount of \$500, and must be a current member of ADAND. Furthermore, each North Dakota retail location of a multi-store, "common ownership" dealer group must be a current member of ADAND.
- During the school year the student must maintain an average cumulative GPA of at least 2.5.

### PROCESS

Student without a dealer sponsor:

1. ADAND Scholarship Application
  - a. The student must complete the student portion of the electronic application, which must include:
    - i. A cover letter (4 paragraphs max) indicating the reason why they have chosen to pursue their specified degree.
    - ii. Verification of college enrollment, or high school transcripts if not yet enrolled (first year college students).
    - iii. A copy of most current transcripts including grades from the most recent completed semester (second and subsequent-year college students).
    - iv. The student must then contact ADAND and request assistance with the Dealer Portion of the application.
2. If the application is approved, ADAND will assist the student in their efforts to secure a dealer sponsor.
3. If a dealer elects to sponsor the student, the dealer must complete the dealer portion of the application and submit the completed application to ADAND.
4. ADAND will then send the dealer a \$500 invoice for their portion of the scholarship award. The dealer must submit a \$500 check to ADAND, which must be made payable to the school that the student will be attending.
5. ADAND will then submit the dealer's portion and \$250 (\$750 total) of the scholarship award directly to the school, after which the dealer's \$500 payment will be non-refundable. These funds will be applied directly to the student's first semester tuition.

6. After the student has submitted his or her first semester transcripts (with all grades entered) and they meet the satisfactory grade requirement, ADAND will submit another payment of \$750 directly to the school. These funds will be applied directly to the student's second semester tuition.

#### **Student with a dealer sponsor:**

1. ADAND Scholarship Application
  - a. The student must complete the student portion of the electronic application, which must include:
    - i. Verification of college enrollment or high school transcripts if not yet enrolled (first-year college students).
    - ii. Most current transcripts (second and subsequent-year college students).
  - b. The dealer must complete the sponsor portion of the application.
  - c. The dealer must submit the completed application to ADAND, including the student's enrollment verification.
2. If the application is approved, ADAND will mail the dealer a \$500 invoice for their portion of the scholarship award.
3. The dealer must submit a \$500 to ADAND check, which must be made payable to the school that the student will be attending.
4. ADAND will then submit the dealer's portion and \$250 (\$750 total) of the scholarship award directly to the school, after which the dealer's \$500 payment will be non-refundable. These funds will be applied to the student's first semester tuition.
5. After the student has submitted his or her first semester transcripts (with all grades entered) and they meet the satisfactory grade requirement, ADAND will submit another payment of \$750 directly to the school. These funds will be applied directly to the student's second semester tuition.

## **AWARDS**

Scholarship awards are currently set at \$1,500 per recipient, per school year; ADAND will contribute \$1,000 provided the dealer contributes \$500. The intent of this scholarship is to provide dealer training funds, and it is not to be offered for other general purposes.

Applications may be made by completing ADAND's electronic application. Scholarship awards will be limited to two per dealership per year, unless excess scholarship funds remain after the initial round of awards. If applications exceed available funds, scholarship awards will be made by random drawing.

Scholarship awards are renewable for the second and subsequent years of the student's educational program, as long as the student remains eligible and the dealer approves the renewal. Students must submit a new application for all scholarship renewals (see Process). Scholarships may be renewed once for students pursuing an associate's degree or three times for students pursuing a bachelor's degree.

Scholarship funds will be submitted to the school and applied directly to the student's tuition. Dealer contributions must be received by ADAND before the full award will be applied to the student's tuition. Scholarship funds will be divided equally among the semesters or quarters to be attended during a given school year. Any breach of enrollment in the eligibility requirements of this program or other unsatisfactory performance in the course of the student's studies will result in the immediate cessation of aid and any remaining scholarship funds will be forfeited by the student.