



NGO Staff Scholarship Award Agreement

The Parties: This agreement is made between:

The Staff Member: _____, and

The Sponsoring NGO _____

The Parties hereby agree upon the following:

By the Staff Member: In accepting this Scholarship award I commit that I will:

1. Apply myself to my studies and maintain a GPA of at least 3.0 at all times.
2. Be a good member of the university community following university rules.
3. Demonstrate excellent citizenship at all times.
4. Stay in contact with my Sponsoring NGO regularly and provide the Director with all relevant information about my studies, progress, and concerns.
5. Fulfill my payback commitment to remain working for and constructively supporting my Sponsoring NGO and sharing my knowledge for a period of _____ years after finishing my studies.

By the Sponsoring NGO: In accepting this Scholarship award we commit that we will:

- 1.) Receive the Scholarship award of \$ _____ from the SE Asia Foundation.
- 2.) Maintain separate and accurate accounting records for this money.
- 3.) In consultation with the Staff Member, disburse funds for tuition, books, and related expenses as mutually agreed upon – and do so in a timely manner.
- 4.) Be readily available to provide the Staff Member with counseling and related assistance when requested.
- 5.) Monitor grade reports and immediately address any apparent issues or deficiencies.
- 6.) Provide reports to the SE Asia Foundation each six months about the status of this Scholarship Award.

By signing below the Parties agree to this binding contract.

Staff Member: _____
Printed name

Signature

Date

NGO: _____
Printed name

Signed By: _____
Printed name

Signature

Date