



Sankhuwasabha Education Scholarship Foundation (SESF)

Khandbari, Sankhuwasabha, Koshi Zone, (Nepal)

Established: June 4, 1997

Preamble/Purpose

The purpose of the Sankhuwasabha Education Scholarship Foundation is to provide a quality education to those talented, but poor students of the Sankhuwasabha District who would not normally have access to one. This fund is primarily for students with a poor financial condition and from a historically lower caste or ethnic group. The Sankhuwasabha Education Scholarship Foundation (SESF) and its execution are the responsibility of the Sankhuwasabha Education Scholarship Committee. The Committee must act fairly and openly in all aspects of business to preserve the integrity of this permanent foundation.

I. Sankhuwasabha Education Scholarship Committee

The Committee is wholly responsible for the administration and execution of the SESF

A. The Committee

The Committee shall consist of:

1. The Headmaster of Himalaya Higher Secondary School - member
2. The Principal of Surya Boarding School - member
3. A Staff Representative from Himalaya Higher Secondary School - member
4. A Staff Representative from Surya Boarding School - member
5. A Representative from the District Education Office - member
6. Mrs. Alyssa (Solomon) Nyberg - a non-voting permanent advisor
7. Mayor of Khandbari Municipality - member
8. Female Representative, Khandbari municipality - member
9. President of Nepal Red Cross Society, District Branch Khandbari - member
10. A female teacher nominated by SESF committee - member

B. Length of Committee Membership

1. The Headmaster of Himalaya Higher Secondary School and Principal of Surya Boarding School shall be Committee Members so long as they are employed as Chief Administrators of these schools.
2. One Staff Representative shall be elected by the teaching staff of Himalaya Higher Secondary School and one Staff Representative shall be elected by the teaching staff of Surya Boarding School.
 - a. The teachers of their schools shall elect the Staff Representative.
 - b. The Staff Representative must be a teacher in the school that he/she represents.
 - c. The Chief Administrator of each school shall oversee the election of Staff Representatives, but cannot vote in this election.
 - d. If an elected Staff Representative is not able to complete his or her term on the Committee because of death, transfer, retirement, illness, etc. a new election shall be arranged by the Chief Administrator of that school to elect a new Staff Representative to finish the term of the former Staff Representative.
 - e. The regular elections for Staff Representative should be held one month prior to the first meeting of the school year to allow the newly elected Staff Representatives to participate in the first meeting of the school year. The first election for Staff

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- a. The Term of each Officer shall be for two (2) years and shall begin following his/her election
- b. All Officers must be Committee Members.
- c. If for any reason an Officer cannot complete his/her term, the Committee shall elect another Officer to complete the two-year term.
- d. There are no limitations on the number of terms an Officer can serve.
- e. The Officers shall be elected by a majority vote of Committee members.

D. Meetings of the Committee

1. There shall be four (4) Required Meetings each year, and other Special Meetings may be held as needed.

a. The first meeting shall be held in 1997, to commence the Foundation. Thereafter, a meeting will be held at the end of each term. During the meetings, the Committee should discuss the following:

- 1) Review (revise) any business from previous meetings
- 2) Review (revise) the current academic status of all Recipients
- 3) Review (revise) finances of the Foundation
- 4) Review (revise) any pending applications for funding
- 5) Select a Recipient and choose the appropriate time for admission, in a timely fashion, if funding and applicants are available.
- 6) Elect new Officers if an Officer's term has expired
- 7) Revise and update the Recipient budget, annex A, if necessary
- 8) Vote and review any other necessary business.

2. The Chairman is responsible for organizing all Committee meetings at a time that is most convenient for all Committee Members. The Chairman must inform all Committee Members of the date, time, and place of Required and Special Meetings.

3. Special Meetings may be called by any Committee Member.

a. To call a Special Meeting, the Committee Member who desires such a meeting must inform the Chairman. The Chairman must then set a Special Committee Meeting for the earliest and most convenient date for all Committee Members.

II. The Applicant

A. Requirements

1. The Applicant must honestly and truthfully complete the application forms and interview process as required by the Committee.
2. The Applicant cannot be closely related by blood, marriage, or 'mith' friendship to any member of the Committee at the time of the Applicant's application.

III. Choosing a Recipient from the General Fund or Reviewing the Selected Applicant of a Donor

A. Criteria

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The Committee shall consider the following:

1. Whether the current Recipients will continue to receive funding for continuing into the next school year. First priority will be given to present Recipients over new Applicants.
2. Whether the Applicant has an obvious and known financial need that cannot be met in whole or in part by her/his family, this shall be given second priority.
3. Whether the Applicant is from a historically lower caste or ethnic group; this shall be given third priority.
4. Whether, in the opinion of the Committee, the Applicant would be academically successful in pursuing an education at Arun View Boarding School, Chainpur Boarding School, Surya Boarding School, or Himalaya Higher Secondary School. This shall be based on the Applicant's previous school experience, if any.
5. Whether, in the opinion of the Committee, the Applicant would be able to successfully adapt to living in Khandbari. This shall be based on the Applicant's past performance.
6. Whether there are sufficient funds for a new Applicant to receive a scholarship from SESF.

B. Additional Guidelines

1. Fifty percent (50%) of the scholarship recipients must be female.
2. The Committee should base its decision on the application of the Applicant, personal interviews, visits to the Applicant's home when possible, and any other relevant information concerning the Applicant's status.
3. The Committee shall not select any close relative by blood, marriage, or 'mith' friendship as stated in II(A)(2).
4. A Recipient chosen by a donor for the scholarship may not be rejected by the Committee. The Recipient must fill out a SESF Scholarship Recipient form, Annex B.



IV. Funding a Recipient

A. Limitations

After the Committee has chosen a Recipient, the funding is limited in the following manner:

1. The Committee will pay for the Recipient's tuition, school supplies, schoolbooks, two sets of uniforms, and tutorial fees.
2. The Committee will also pay for a Recipient's food and lodging if the Committee deems it necessary.
3. Funding shall continue for as long as the student is progressing satisfactorily in school.
4. Funding is limited to students entering grade one (1) to grade twelve (12). A student chosen by a donor may be sponsored from nursery through grade twelve (12).

B. Awarding Funds

To fund and Applicant, at least five (5) Committee members must vote in favor of funding an Applicant.

C. Revocation of Funding

1. Funding for a Recipient shall be revoked automatically for the following reasons:

a. If the Recipient does not attend class

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- b. If the Recipient repeatedly fails final exams two times.
- 2. The Committee also may vote to revoke a Recipients funding based on the following irregularities in the Recipient's status:
 - a. Poor academic performance;
 - b. Failure to comply with Section IV(D);
 - c. Receiving substantial funding from another source;
 - d. Any other valid reason(s) the Committee believes should result in a revocation of funding.
- 3. To revoke a Recipient's funding, at least four (4) of the Committee Members must vote in favor of revocation. The Recipient has the right to defend his/her position at the time of this vote.

D. Responsibilities of the Recipient

All Recipients of funds must comply with the following:

- 1. The Recipient must give a copy of his/her semester marks to the Secretary-Treasurer at the end of each term and a statement concerning his/her progress from his/her teacher(s).
- 2. The Recipient must attend class.
- 3. If the Recipient has a Donor, the Recipient must write at least one letter per year to his/her Donor. The student shall give the letter to the Secretary-Treasurer who is responsible for mailing it to the Donor.

V. Finances

A. Release of funds

- 1. No funds shall be released except as provided in this Document. Loans, advances and other such payments are forbidden absolutely.
- 2. Two signatures are always required on the bank checks, the signature of the SESF chairman and the Secretary-Treasurer.
- 3. No more than 20% of total program execution costs may be used for administrative costs such as: student application photocopies, mailings, donor certificates, electricity, E- mail, internet, computer hardware and software, telephone bills, tea and snacks for Committee Meetings, organization renewal fees, auditing costs, PAN, travel, transportation, etc.
- 4. The Foundation Funds are not to be used to pay for any expenses of the person designated to visit the Applicant's home.

B. Notifying the Committee

- 1. The financial status for the Trust shall be made known to all Committee Members and any other interested persons.
- 2. The Secretary-Treasurer shall give a full report to the Committee regarding the financial condition of the Foundation at every meeting.

C. Responsibility of the Committee

The Committee shall avoid all appearances of financial impropriety and shall act fairly and openly in all matters concerning the distribution of Foundation funds.

VI. Yearly Reports

A. Contents of the Reports

- 1. The Secretary-Treasurer shall send a Yearly Report concerning the details of this Foundation to Alyssa (Solomon) Nyberg, 742 W 600 N, Lake Village, IN 46349. USA
- 2. The Report shall contain the following



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- a. all relevant information regarding the financial status of the Foundation;
 - b. the names of current Committee Members;
 - c. the names of current Recipients;
 - d. Details of the Recipient selection process;
 - i. Number of Applicants
 - ii. Criteria used for selecting Recipients as outlined in Section II and III.
 - e. all reports and/or correspondence filed by any Committee Member, which are applicable;
 - f. Information regarding any irregularities in the distribution or revocation of funding as outlined in Sections IV and V.
4. Any and all Amendments to this Document must be included in the Report.

B. Responsibilities of the Committee concerning the Yearly Report

1. The Report shall be sent as soon as possible after the final term meeting.
2. The Report shall be approved and signed by Secretary and the Chairman of SESF.

VII. Interim

This Foundation shall not become effective until the first meeting in 1997. Alyssa (Solomon) Nyberg has the authority to conduct all matters concerning the Foundation until the first meeting in 1997.

VIII. Amendments

This document may be changed at any time by a vote of at least five (5) Committee members.

The Secretary -Treasurer must record any changes in the official records of the Committee and inform Alyssa (Solomon) Nyberg of Amendments.

IX. Termination

This Foundation shall terminate with the consent of all Committee Members. Alyssa (Solomon) Nyberg must be informed of the Foundation's termination and reason for termination.

Upon termination of the SESF, all funds shall be handed over to Child Welfare Home Khandbari.

X. Prevailing Documents

A. Discrepancies

This document is written originally in the English Language. Therefore, if for any reason or under any circumstances a discrepancy arises between the English and Nepali version of the Foundation Document, the English Language version shall take precedence over the Nepali Language version.

C. Correspondence

1. Inquiries regarding such discrepancies may be included in the Yearly Report.
2. Correspondence regarding inquiries not included in the Yearly Report may be directed at any time to Alyssa (Solomon) Nyberg.



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Annex A

RECIPIENT BUDGET

The estimate annual fee for Arun Boarding School, Chainpur Boarding School, Himalaya Higher Secondary School and Surya Boarding School are as follows. The Committee is responsible for updating this budget as it may change in the future.

Arun View Boarding School

School tuition fees	rs	6000
School supplies/books	rs	1600
Two school uniforms/Shoes/ school bag	rs	2000
Exams fees	rs	500
Class admission fees	rs	1000
Incidentals	rs	500
TOTAL	rs	<u>11,600</u> (Approximately \$200)

Chainpur Boarding school

School tuition fees	rs	6000
School supplies/books	rs	1600
Two school uniforms/Shoes/ school bag	rs	2000
Exams fees	rs	500
Class admission fees	rs	1000
Incidentals	rs	500
TOTAL	rs	<u>11,600</u> (Approximately \$200)

Himalaya Higher Secondary School

School tuition fees	rs	4000
School supplies/books	rs	1200
Two school uniforms, school bag/ shoes	rs	2000
Exam fees	rs	300
Incidentals	rs	1000
TOTAL	rs	<u>8,500</u> (Approximately \$150)

Surya Boarding School

School tuition fees	rs	6000
School supplies/books	rs	1600
Two school uniforms/Shoes/ school bag	rs	2000
Exams fees	rs	500
Class admission fees	rs	1000
Incidentals	rs	500
TOTAL	rs	<u>11,600</u> (Approximately \$200)



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Annex B

SCHOLARSHIP RECIPIENT FORM

Mrs _____ (the Donor) has donated rs _____ in _____ to the Sankhuwasabha Education Foundation. This money is only to be used for the student _____ (the Recipient) in accordance with the SESF rules and donor has given sufficient funds so that the Recipient may study for _____ year(s) at either Arun View Boarding School, Chainpur Boarding School, Himalaya Higher Secondary School, or Surya Boarding School. The Recipient is to begin in grade _____.

The Recipient hereby agrees to attend classes, to perform to the best of his/her ability, to give a copy of his/her semester marks to the SESF Committee at the end of each term, and to write one letter per year to his/her Donor. The letter must be given to the Secretary-Treasurer who will mail the letter to the Donor.

Recipient's full name _____
Age _____ Male or Female _____

Name of head of family _____

Relationship to recipient _____

Permanent address _____

Name of the Recipient's previous school _____

Address of previous school _____

Headmaster's name of previous school _____

Donor's full name _____

Permanent address _____

Phone _____

Fax _____



Signature of Recipient _____ Date _____

Signature of SESF Chairman _____ Date _____

Signature of Donor _____ Date _____

*The signature of the Donor is not essential and may not always be possible. In such a case, only the signatures of the Recipient and the SESF Chairman are necessary.



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Sankhuwasabha Education Scholarship Foundation (SES)
 Khandbari, Sankhuwasabha, Koshi Zone (Nepal)
 Estd. 1997

Scholarship/ Individual Sponsorship Application Form

Name of the child : _____

Address: _____ VDC/Municipality Ward No: _____
 District: _____ Koshi Zone, Nepal

Date of birth: _____ Sex: _____ Religion: _____
 Mother tongue: _____

Name of the school: _____

Class: _____ Roll no _____

Physical condition of the child _____

Character of the child: _____

Living condition of the child: _____

	Name	Date of birth	Occupation + monthly income
Father's			
Mother's			
Brother/s			
Sister/s			

Signature of the guardian: _____

Name of guardian: _____

Address: _____

Applicant's signature: _____

Date of commencement of the sponsorship: _____



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