

16.0. CONCERNS OF POLICE SURVIVORS SCHOLARSHIP PROGRAM

16.1. SCOPE:

This Standard Operating Procedure (SOP) establishes guidelines for the Concerns of Police Survivors (C.O.P.S.) Scholarship Program.

16.2. OBJECTIVE:

To provide guidelines for submitting a scholarship application by a survivor and the processing of the application by the National Office.

16.3. COMMITTEE:

- A. The Scholarship Committee, hereinafter referred to as the Committee, shall be comprised of three (3) local community leaders living in the Camdenton, MO area. They shall be knowledgeable about education and the law enforcement profession. They shall not be employed by C.O.P.S. In addition, they cannot be the applicant, a relative or a friend of an applicant. The Committee shall be recommended by the Executive Director and appointed by the National President with approval from the National Board for a two-year term.
- B. Each Committee member is required to sign the C.O.P.S. Confidentiality & Nominee Pledge Information Policy form.
- C. The Committee will be appointed at the July Board meeting in odd years for a two-year term.
- D. The Committee will meet a minimum of three (3) times per year, normally after each application deadline (April, June, October).
- E. The Committee will operate independently of C.O.P.S., its National Board, its chapters and its committees.
- F. C.O.P.S. may not influence or override the decision of the Committee.
- G. The Committee shall award scholarships on a uniform, non-discriminatory basis.
- H. The relative weight and importance to the criteria will be the Committee's sole discretion, and the Committee will not be required to apply a rigid selection criteria.
- I. All decisions of the Committee are final.
- J. The National Board of C.O.P.S. will determine the amount of funding set aside for scholarships each year in the annual budget and the Committee will be informed of this amount. The Committee, only with approval of the National Board, will award a scholarship above the determined amount.

16.4. ELIGIBILITY:

- A. Surviving children and surviving spouses of a law enforcement officer who has died in the line-of-duty according to C.O.P.S. criteria shall be eligible provided the survivor is not entitled to a tuition-free education as a state death benefit. If an eligible survivor applies for a state benefit and is denied, the survivor will then become eligible for a C.O.P.S. scholarship. Remarried spouses continue to be eligible for a scholarship.
- B. Survivors who are entitled to a tuition-free education as a state benefit who no longer reside in the state in which the benefit is available will be eligible to apply for a C.O.P.S. scholarship provided the student requesting the scholarship did not relocate to another state just to be eligible for the C.O.P.S. scholarship.
- C. The scholarship shall cover those students enrolled in undergraduate and post-graduate studies at an accredited college or university, or an accredited trade/vocational school.
- D. Before an application is accepted for consideration, survivors' fallen officer shall be approved by one of the following organizations as line-of-duty death, the Federal Bureau of Investigation [FBI], Public Safety Officers' Benefits Program [PSOB], the National Law Enforcement Officers Memorial Fund [NLEOMF], or the Fraternal Order of Police [FOP], according to the Bylaws of Concerns of Police Survivors.
- E. There is no age limit for a survivor to apply for a scholarship.
- F. All applicants shall submit their most recent transcript with GPA (if no grade report is available, attach statements on school letterhead from at least three (3) instructors from classes you are currently enrolled in), a letter of one hundred and fifty (150) words or less to the Committee to include why you want to be a recipient, your proposed occupation/profession and an update on your academic status, the previous semester's invoice/bill (if applicable), and state death benefit denial (if living in a state that provides tuition-free education).

16.5. SCHOLARSHIP AMOUNTS:

- A. Survivors seeking assistance for education shall be limited to \$2,000 per semester, and the total lifetime scholarship award shall not exceed \$16,000.
- B. Financial assistance is based on the amount due to be paid by the student to the institution and the amount of other aid being applied. The number of semester hours does not matter.
- C. No student is guaranteed a scholarship each semester. This is particularly important in cases of a student being on probation (see definition in paragraph 16.9 below) or has not completed a semester.
- D. Scholarships are available as funding allows and at the sole discretion of C.O.P.S.

16.6. DEADLINES:

- A. Survivors applying for the Summer Semester shall have a completed application to the National Office on or before April 1.
- B. Survivors applying for the Fall Semester shall have a completed application to the National Office on or before June 1.
- C. Survivors applying for the Winter/Spring Semester shall have a completed application to the National Office on or before October 1.
- D. A completed application is required for consideration for each semester, and the awarding of a scholarship for any one semester does not guarantee a scholarship for any future semesters.
- E. Incomplete and late applications shall not be considered.

16.7. PAYMENTS:

- A. Payments shall be made directly to the institution with wording that states any unused amount be returned to C.O.P.S. The scholarship letter from C.O.P.S. to the institution clearly states that if any funds are unused that they be returned to C.O.P.S. The institution determines what funds are not used.
- B. Education assistance may only be used for tuition and class fees. A class fee includes lab fees, student development fees, technology fees, course fee, or fees required with enrollment charged to students at a school, college, university or other place of learning that is in addition to any matriculation and/or tuition fees. It does not include room and board, insurance, medical expenses, transportation, expenses for sports, hobbies, non-credit courses and textbooks.
- C. Payment to the institution shall be mailed for the Summer Semester on June 1.
- D. Payment to the institution shall be mailed for the Fall Semester on August 15.
- E. Payment to the institution shall be mailed for the Winter/Spring Semester on December 1.
- F. An official institution's tuition invoice/bill for the semester for which the scholarship is provided by C.O.P.S. must be sent to the C.O.P.S. National Office by the scholarship recipient not later than 30 days following the start of the semester for which the scholarship was received.

16.8. PROCESS:

- A. Notice of availability of these scholarships/grants will be, but not limited to, published on the National C.O.P.S. website and in any other National C.O.P.S. publications. Chapters are also encouraged to disseminate information concerning the C.O.P.S. Scholarship Program.

- B. The National Office shall have application forms (see Attachment 1) available. For a form, contact the National Office or go to the National C.O.P.S. website. All completed applications shall be submitted to the National Office by the deadlines specified in paragraph 16.6 of this SOP. An application is required for each semester that a scholarship is requested.
- C. All applications shall be presented to the Committee.
- D. Once the Scholarship Committee completes the selection process, the Committee will notify the National Office of those selected to receive the educational scholarships.
- E. All applicants will be notified by the National Office forty-five (45) days after the application deadline of the final determination.
- F. Information about the scholarship recipients will be published by the National Office.

16.9. DEFINITIONS:

Probation shall be defined as any recipient who, during their C.O.P.S. scholarship semester, withdraws from a class or receives a grade below a C or has submitted applications showing a history of withdrawals and consistent poor academic standing. Applicants who are on probation status will be eligible for C.O.P.S. scholarships, providing they meet all other eligibility requirements, but will be awarded financial assistance only AFTER successfully completing the semester for which they are applying. A transcript must be submitted to the C.O.P.S. National Office within three (3) months of the completed semester. A scholarship recipient will be removed from probation status if they receive a grade of C or above for all courses for which they are enrolled during the probationary period.

Approved SOP 16.0 adopted by the National Board July 13, 2017
Amended 16.7(B) by the National Board February 11, 2019
Amended 16.5(A) by the National Board January 29, 2022
Amended 16.0 by the National Board January 25, 2025