# Policies and Procedures

## (Updated Fall 2026)

Thank you for your interest in the National Propane Gas Foundation (NPGF) Scholarship Program! Please review this document carefully and refer to it if you have questions throughout the application process, as it contains very important information about our policies and procedures.

**Q: Who is eligible to apply for a NPGF scholarship?**

*A: Eligible applicants meet all of the following criteria:*

- *The dependent **child** (biological, step, adopted, or under legal guardianship) of a full-time employee at a National Propane Gas Association (NPGA), state association member company, or the Propane Education & Research Council (PERC). The parent's work must be directly involved in the production, transportation, marketing, or distribution of propane; supplying goods or services to NPGA member companies; or supplying propane appliances to propane consumers; and*
- *A **high school senior or an undergraduate student** with a grade point average of at least **2.6** on a 4.0 scale (or equivalent); and*
- *Anticipate being a full-time student in the **upcoming** school year in an **undergraduate** degree program at an accredited college or university or enrolled full-time in a certificate or one- or two-year degree program at a community college or an accredited vocational, technical or trade school. Applicants may be pursuing **any course of study**; students pursuing a propane-related technical field (Commercial Truck Driver; Electrician; Gas Fitter; HVAC Technician; Pipe Fitter; Plumber; Welder) are especially encouraged to apply; and*
- *Unmarried and under the age of 24 at the application deadline.*

**Q: Who is ineligible?**

*A: Ineligible applicants include:*

- *Grandchildren or other relatives of employees.*
- *NPGA member company employees themselves.*
- *Students who will not have a high school diploma by August 1, 2027.*
- *High school students (other than graduating seniors) who are dual enrolled. NPGA does not support the cost of dual enrollment or early access programs.*

- *Students pursuing a Master's degree full-time or taking any Master's level classes.*

*The application process includes verification of eligibility. If an applicant fails to meet one or more of the criteria and/or fails to submit a complete application, he or she will not be eligible to receive a scholarship. Incomplete and ineligible applications are withdrawn from consideration.*

**Q: How do I apply?**

*A: The online application opens on December 15 and closes on February 15 of the next year at 11:59 pm Pacific Standard Time.*

*NPGF uses CommunityForce, an online application management software platform.* ***The student creates a Community Force account and completes the application. NOTE to Parents: do NOT create an account with your email address or complete any part of the application for your child; it will be disqualified.***

*Applications do not need to be completed in one sitting; progress is saved automatically and may be completed over time. Applicants should save login credentials, as those selected to receive a scholarship will need to re-access the system.*

*The application asks for:*

- *the name of your parent's employer and its NPGA member company ID number;*
- *family income information;*
- *an official academic transcript indicating a GPA of at least 2.6;*
- *responses to three short essay questions;*
- *information about your activities.*

**Q. How many scholarships do you award and how much are they?**

*A. NPGF awards more than 100 non-renewable $1,000 and $2,000 scholarships every year.*

**Q. I received an award last year. Do I need to apply again?**

*A. Yes, you need to re-apply. You may re-apply every year that you meet the eligibility requirements, and you may receive an award for up to four years.*

**Q. I did not receive an award last year. Can I apply again?**

*A. Yes. If you are not selected one year, you are encouraged to apply again, as each year the applicant pool and available funding changes.*

**Q. How are applicants selected?**

*A. All applications are reviewed by a volunteer Review Committee. Criteria used in the selection process includes (in no particular order): academic merit, community activities, employment history, extracurricular activities, financial need, and essay responses.* ***It is in your best interest to provide thoughtful, high-quality responses, with correct spelling and proper grammar. Please, do not use artificial intelligence to complete your application.***

*The application is designed to capture any additional criteria designated by the donor(s) and you will be considered for all scholarships for which you are eligible (employer-based, state-based, at-large, technical).*

**Q: How will I be notified if I was selected to receive an award?**

*A: All applicants will be notified of their status by* ***email****, typically in mid-May. Make sure you apply with an email address that you check regularly and that will not expire (e.g., avoid using a school-issued email address if you are about to graduate). We do not send notifications to applicants via text or regular mail, so* ***please check your email*** *– and please add scholarship@npga.org and admin@communityforce.com to your address book so you are sure to receive our communications. We communicate with parents only as a last resort!*

**Q: If I am awarded a scholarship, how do I receive the award and what does it pay for?**

*A: If you are selected to receive a scholarship, we will ask you to complete a recipient questionnaire to provide us with a variety of follow-up information, including your school's address, your student ID, a photo, and a thank you note. In addition:*

- *Scholarship awards are paid in one check,* ***mailed after July 4th*** *directly to your educational institution, to be posted to your account. The funds may be applied to any legitimate expense including tuition, fees, housing, meal plans, and/or other educational expenses* ***paid to the school*** *for the academic year starting in the fall semester.*
- *The funds may be applied to one semester or split evenly between semesters. Students graduating in December are eligible and may apply the full amount to the fall semester.*
- *To remain eligible for this award, the student must be enrolled full-time (usually taking at least 12 credits).*
- *If at any time the student is not enrolled full-time, is not enrolled at all, or is no longer in good academic standing, any unused portion of the award will be returned to NPGF by the school.*
- *If you will not owe your school any funds (e.g., your school expenses are entirely paid by other means, such as another scholarship, merit aid, etc.), you will forfeit the NPGF scholarship. NPGF does not cut checks payable to students.*
- *These policies are communicated to your school in a cover letter accompanying the award check.*

**Privacy Policy**

The National Propane Gas Foundation (NPGF) recognizes the importance of privacy. We are dedicated to protecting your privacy and handling any personal information you provide to us with care and respect. This Privacy Policy is designed to assist you in understanding how we use and share personal information you provide to us through the NPGF scholarship program.

Information collected by NPGF is used to evaluate applicants and match applicants to scholarships with specific criteria designated by scholarship donor(s).

In addition, state or regional propane gas associations may have their own scholarship program(s). If requested by a state or regional propane gas association, NPGF may share your name and email address with the state or regional propane gas association for a scholarship program for which you may be eligible. By submitting your NPGF scholarship application, you consent to permit NPGF to share this information for the purpose of helping to promote these opportunities to you.

NPGF does not guarantee that your information will be shared with scholarship programs for which you may be eligible. NPGF does not manage these programs and NPGF is not responsible for determining your actual eligibility for these programs. It is your responsibility to research these possible opportunities and apply separately to these programs.

By accepting an offered scholarship, recipients are giving NPGF and the National Propane Gas Association (NPGA) permission to use your name, any photographs, digital media, and writings provided to NPGF to be used in any of its print and digital publication materials, reports, press releases, and activities associated with NPGF's scholarship program. You may be identified 1) on the NPGA website; 2) to the applicable scholarship establisher/donor; and 3) in other public materials, including promotional and/or development materials.

We use commercially reasonable physical, technological, and administrative safeguards designed to protect your personal data from unauthorized use, access, or disclosure. While we strive to protect your personal information, we cannot guarantee its absolute security. In the event that your data has been accessed by an unauthorized individual, you will be notified as required by law.