



## INSTRUCTIONS FOR QUARTER/SEMESTER UPDATE FORM

Please read the following information carefully before completing and emailing the Quarter/Semester Update Form:

Before submission, the student will review their brief Quarter/Semester Update with a UC campus contact at the end of each term. The UC representative must be a scholarship/financial aid adviser or faculty adviser and cannot be a student or peer adviser. He or she will review all of the submitted forms to ensure a completed quarterly update form. If the student's cumulative UC GPA falls below 2.0 or if the student does not enroll full-time, the UC will hold funds and immediately inform the Foundation. Reminder: If a recipient's GPA for a given term falls below a 3.0, she must submit a performance plan to the Baskin Foundation **in addition** to the signed Quarter/Semester Update Form and all required attachments.

On the Quarter/Semester Update form, all of the boxes must be checked by the UC Representative showing that they have seen each of the required documents. The student must show the UC Representative the following documents:

- **Term and Cumulative GPA**
  - Provide an unofficial transcript or grade print out for the UC Representative to review and to send to the Foundation.
- **Grades and Course Titles**
  - Provide an unofficial transcript or grade print out for the UC Representative to review and to send to the Foundation.
- **Performance Plan (if term GPA is below a 3.0)**
  - If the student's term GPA is below a 3.0, the student must create and submit a plan of how she will improve her academic performance for the following quarter/semester to the UC Representative. This performance plan may include working with a tutor, joining a study group, meeting with professors during office hours, taking minimum number of courses instead of extra courses, etc.
- **Summary of Expenses**
  - In this section on the Quarter/Semester Update Form, please delineate how much money was allocated to each of the following categories for the past quarter/semester:
    - Books and Supplies
    - Tuition/Fees
    - Food and Housing
    - Transportation



- Personal Expenses (as designated in the standard cost of attendance)
- Refund Amount (the student should specify how any refund amount was utilized. In this explanation, please list whether these remaining costs were paid for by financial aid or other scholarships.)
- **A copy of the University bill of tuition and related expenses**
  - Provide a copy of the bill of tuition and related expenses to the UC Representative for review.

After the UC Representative has reviewed all of the documents listed above and they have checked off each corresponding box on the Quarter/Semester Update Form, he or she must sign the form to indicate they have reviewed the information. The student will then send the form and all documents to the Baskin Foundation by email to support [a] baskinfoundation.org



**QUARTER/SEMESTER UPDATE FORM**

The student will submit an update regarding her current status at the University at the end of each term. Funds for the following term will not be dispersed until the Baskin Foundation has received this form, signed by a UC representative (not a peer adviser), and the following information:

**Term and Cumulative GPA; Grades and Course Titles**  
(send unofficial transcript)

**Performance Plan** (if term GPA is below a 3.0)  
If the student’s grades have fallen below a 3.0 term GPA, the student must submit a plan of how she will improve her academic performance for the following term. The plan may include working with a tutor, joining a study group, meeting with professors during office hours, taking minimum number of courses instead of extra courses, etc. The student will lose funding if her GPA has fallen below a 2.0 cumulative UC GPA.

**Summary of Expenses**  
 \$ \_\_\_\_\_ Books and Supplies  
 \$ \_\_\_\_\_ Tuition/Fees  
 \$ \_\_\_\_\_ Food and Housing  
 \$ \_\_\_\_\_ Transportation  
 \$ \_\_\_\_\_ Personal Expenses (as designated in the standard cost of attendance)  
 \$ \_\_\_\_\_ Refund amount (the student should specify how she used any refund amount)  
 Please include a brief narrative explaining how the scholarship was used for these expenses and how the student is paying for the remaining expenses. Please list whether these costs were paid for by financial aid or other scholarships.

**A copy of the University bill of tuition and related expenses**  
Send update and additional materials to support [ @ ] baskinfoundation.org, in PDF format.

STUDENT INFORMATION	
<b>Student Name:</b>	<b>Student ID:</b>
<b>Quarter/Semester:</b>	<b>Major:</b>
<b>College Counselor/Scholarship Coordinator Name:</b>	
<b>UC Contact Signature:</b>	<b>UC Contact Title:</b>
<b>Date:</b>	
(Funds will not be dispersed until form has been signed by a University contact.)	