



INSTRUCTIONS FOR QUARTER/SEMESTER UPDATE FORM

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

Every student must submit a completed Quarter/Semester Update Form at the end of each term, by the deadline posted on the Peggy and Jack Baskin Foundation website. 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 completed Quarter/Semester Update Form and all required attachments. If the student's cumulative UC GPA falls below 2.0 or if the student does not enroll full-time, she is no longer eligible to receive this scholarship.

The Quarter/Semester Update Form must include all of the following:

- **Unofficial Transcript**
This must include course titles, grades, number of units for each course, term GPA, and cumulative GPA.
- **Summary of Expenses**
In this section on the Quarter/Semester Update Form (below), please delineate which funding source you used for each of the following categories, and how much you paid for each category. The funding sources are as follows: (1) Peggy and Jack Baskin Foundation Scholarship, (2) University Financial Aid (free aid), and (3) Other Funding (please specify: Pell Grant, loan, personal funds, etc.).
- **A copy of your official University bill of tuition and related expenses**
This is often called an account summary. It must include all expenses, awards, and refunds.
- **Performance Plan (if term GPA is below a 3.0)**
If your grades have fallen below a 3.0 term GPA, you must submit a plan of how you will improve your 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. You will lose funding if your GPA has fallen below a 2.0 cumulative UC GPA.

Please ensure that you have all the documents listed above. Note: you do *not* need a signature by a UC Campus Representative. Please send the form and all documents to the Peggy and Jack Baskin Foundation by email to support [at] baskinfoundation.org, by the deadline posted on our website.

QUARTER/SEMESTER UPDATE FORM

You will submit an update regarding your 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 and the following information:

Unofficial Transcript
 This must include course titles, grades, number of units for each course, term GPA, and cumulative GPA.

Summary of Expenses
 In this section on the Quarter/Semester Update Form (below), please delineate which funding source you used for each of the following categories, and how much you paid for each category. The funding sources are as follows: (1) Peggy and Jack Baskin Foundation Scholarship, (2) University Financial Aid (free aid), and (3) Other Funding (please specify: Pell Grant, loan, personal funds, etc.):

Books and Supplies: Funding Source: _____ Amount: \$ _____

Tuition/Fees: Funding Source: _____ Amount: \$ _____

Food and Housing: Funding Source: _____ Amount: \$ _____

Transportation: Funding Source: _____ Amount: \$ _____

Personal Expenses (as designated in the standard cost of attendance):
 Funding Source: _____ Amount: \$ _____

Did you receive any refunds that you did not spend on the above categories? If so, please list the amount: \$ _____

A copy of your official University bill of tuition and related expenses
 This is often called an account summary. It must include all expenses, awards, and refunds.

Performance Plan (if term GPA is below a 3.0)
 If your grades have fallen below a 3.0 term GPA, you must submit a plan of how you will improve your 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. You will lose funding if your GPA has fallen below a 2.0 cumulative UC GPA.

Send update and additional materials to support [@] baskinfoundation.org, in PDF format.

Student:	Quarter/Semester:
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