

Form: Rules Governing

**IMPERIAL PALACE FOUNDATION
DRAMATIC ORDER KNIGHTS OF KHORASSAN**

RULES

**GOVERNING APPLICATIONS FOR LOANS FROM THE IMPERIAL PALACE FOUNDATION
DRAMATIC ORDER KNIGHTS OF KHORASSAN**

1. Applications for Loans must be completed by the Applicant in his (or her) own handwriting, using pen and ink, or typing (with exception of the signatures thereon) the Form provided by Foundation Board of Trustee-Manages. Upon completion of the form (and not before) the father of the Applicant will present the application to the Temple of which he is a member. The application will then be acted upon by his Temple in a regular meeting assembled, with a Quorum present, and that action shall be recorded by the Temple Secretary in the space provided in the form with proper signatures (as specified) affixed thereto. The Temple Secretary shall then forward the application together with a catalog, or expense sheet, from the College, University, or other Institution of higher education of the student's choice to the Office of the Imperial Palace Foundation. This procedure must be completed and the applications post marked on or before May 31st of the year the loan is desired.

The maximum loan for under graduate study is \$1,000.00 in U.S. Funds per year.

The maximum loan for graduate study is \$1,000.00 in U.S. Funds per year.

The object and motto of the Imperial Palace Foundation—"We help others to Help Themselves"—signifies the amount of the loan is not expected to cover the cost of the higher education, but rather to supplement the amount the parent will pay, or the amount the student is able to accumulate before, or earn during the period involved.

The installments are to be used only as a payment toward tuition and fees and are, therefore made jointly to the student and the school of his (or her) choice. Checks will be mailed after the Annual Meeting of the Board of Trustee-Managers, which is customarily held in August of each year. Checks shall not be deposited to the student's personal bank account. Should the fall quarter tuition be paid before the student receives the check from the Imperial Palace Foundation, he may retain the check and pay for the winter or spring quarter when the time arrives. Checks must be cashed prior to May 1st of the year following issuance of the check. Should they not clear the Bank before that date, they will be declared Void. Both the Student and the School endorsement must be on the reverse side of the check before in order for the bank to honor them. No checks will be issued to students after the Annual Board Meeting has adjourned until the next called meeting of the Board of Trustee-Managers.

SELECTION OF LOAN RECEIPIENTS

Upon completion and receipt of the application, the Assistant to the Foundation Board of Trustee-Managers will submit to the Personal and Academic references named, a questionnaire form bearing the name of the student who wishes to secure a loan, and when answered, will supply the members of the Board a further insight into the capabilities and personality of the applicant. It assures the one of whom the reference form is addressed that it carries no financial obligation to himself (or herself) as the case may be.

The father of the applicant must supply the completed form giving his financial standing as outlined on the form provided. This is not given to the Temple, but is sent directly to the Office of the Imperial Palace Foundation. This is considered confidential and is viewed only by the Board if needed.

The grade report shall be returned as required.

Due to the fact that the Board of Trustee-Managers of the Imperial Palace Foundation, are limited as to the amount of funds available, loans will be granted as far as finances permit to:

1. Those applicants showing greatest need;
2. The most promising applicants, based on prior scholastic records and soundness of future plans;
3. Geographically, by Temples, to provide a wide spread impartial representation throughout the Imperial Domain;
4. Sincerity and contents of the recommendations that accompany the applications, both from scholastic and character analysis.
5. All loans are to be made in U.S. Funds.

OBLIGATION

Each loan to be repaid in U.S. Funds as follows:

Each installment of the Loan shall be secured by a promissory note signed by the applicant and guaranteed by his, or her, father (or by the Temple and the mother of the applicant, if the father is deceased) which shall be payable as follows: Ten percent (10%) of the principal sum one year, on June 1st, after graduation; Fifteen percent (15%) two years after on June 1st; Twenty percent (20%) three years thereafter on June 1st, Twenty-five percent (25%) four years thereafter on June 1st; and Thirty percent (30%) five years thereafter on June 1st.

Should any payment not be made when due, six percent (6%) interest per annum will be charged on the past due balance until the loan is retired. Should the student leave the school prior to graduation, for any reason, the total amount on the loan at that time becomes immediately due and payable. Interest of six percent (6%) per annum will be charged.

This is a moral obligation. The applicant shall pledge his, or her, honor as a citizen to do everything humanly possible to repay the loan according to the terms of the contract so others may be helped in a similar manner.

Should a cause arise whereby the student needs to change schools to pursue the intended course of study, because of finances, he or she will be permitted to do so only if the Board of Trustee-Managers is advised and a request made in writing. The student will be required to again file page one and two of the application except that references will not again be required.

Each year, in May, students who have been granted a loan in a previous year will receive a grade report and a new Form of Note that must be completed and returned to the Office of the Imperial Palace Foundation, on or before **July 31st** to be assured a check. Issuance of an installment check will depend upon the grade report showing satisfactory grades for the continuation of studies.

Form No. 1

**IMPERIAL PALACE FOUNDATION
DRAMATIC ORDER KNIGHTS OF KHORASSAN
APPLICATION FOR LOAN
(MUST BE FILED BY MAY 31ST OF THE YEAR DESIRED)**

Loan No. _____

Date: _____

INSTRUCTIONS

This application form has been designed to give the Foundation Board of Trustee-Managers a "Word Picture" of you. This, in effect, replaces the individual interview. It will assist them in determining your financial need, and your personal and academic background. Failure to complete any portion of this Application will cause the Board to proclaim it void and no further consideration be given the applicant on this particular application. To avoid disappointment, therefore, check and re-check to make sure that all questions are answered and all comments made where necessary, before giving the form to the Temple for its action.

To the Board of Trustee-Managers of the Imperial Palace Foundation, Dramatic Order Knights of Khorassan:

I _____ (legal name) do hereby make application for a total loan of _____ (\$ _____) to enable me to pursue my studies and complete my courses as herein outlined and submit the following information:

(Name and Location of School or College) (Academic Year Begins)

(Course of Study) (Anticipated Date of Graduation)

(Date of Birth) (Social Security Number) (Telephone Number)

(Street Address) (City, State, Zip) (Email Address)

(Guarantor's Legal Name) (Name and Number of D.O.K.K. Temple)

Print or Type, Full name and home address and phone number of two personal references that we may contact:

(Name) (Street Address) (City, State/Province, Postal Code)

(Telephone) (Email Address)

(Name) (Street Address) (City, State/Province, Postal Code)

(Telephone) (Email Address)

Print or Type, Full name and home address and phone number of two Instructors that we may contact:

(Name) (Street Address) (City, State/Province, Postal Code)

(Telephone) (Email Address)

(Name) (Street Address) (City, State/Province, Postal Code)

(Telephone) (Email Address)

Form No. 1(continued)

QUESTIONNAIRE

Answer the following in complete detail. If you require additional space, use a plain sheet and clarify according to numbers the questions you are replying to more fully.

1. State in detail all of the anticipated expenses for the first year of college.

Registration Fee(s) \$ _____

Tuition & Lab Fee(s) \$ _____

Room & Board \$ _____

Books & Incidentals \$ _____

Total Estimated Exp. \$ _____

2. What amount do you now have to apply on this total.... \$ _____

Can you pay this, or more, next year? _____

3. What amount this year, do you expect from your parents? \$ _____

Can they pay this amount each year? _____

4. Have you applied for any Scholarships/Loans? _____

If so, what were the results? _____

Do you have any present financial indebtedness? _____

If so, state fully the amount, why the debt has been incurred, and the terms of payment and security given.

5. Do you plan to be employed while in school? _____ Will you attend school on a Co-Op Basis? _____

What will your anticipated yearly earnings be? \$ _____

6. Although possibly, and probably, a minor and unable to execute a legal contract, will you specifically pledge yourself to apply yourself diligently in the pursuit of an education and regardless of any change caused by marriage or by Post-Graduate work, do all that is humanly possible to repay your loan according to the terms?

Answer _____

The foregoing is true to the best of my knowledge and belief.

(Signature) _____
(Applicant)

Date: _____

Form No. 2

IMPERIAL PALACE FOUNDATION
DRAMATIC ORDER KNIGHTS OF KHORASSAN

FINANCIAL STATEMENT
(Must be filed by May 31st of the year desired)

Loan No. _____

Date: _____

Applicants Name: _____

(The members of the Board will consider the facts and figures contained herein strictly as confidential, privileged information.)

I/we own (____); buying (____) the residence and it's property value is \$ _____.

I/we am renting the residency at \$ _____ per month.

My occupation is... _____

I am employed by... _____

Address: _____

I am self-employed and my business address is: _____

My yearly income after payroll deductions is \$ _____.

I have _____ number of dependents.

Please provide the yearly income you and/or your partner receives from ALL sources: **(list on reverse if necessary)**

We, the undersigned do hereby state that the foregoing is an accurate portrayal of the financial status of the household.

Signature _____ Social Security # _____ - _____ - _____

Signature _____ Social Security # _____ - _____ - _____

The Office of the Imperial Palace Foundation must receive this affidavit before application is processed. Mail under separate cover at the time the application is presented to the Temple.

Form No. 3

IMPERIAL PALACE FOUNDATION
DRAMATIC ORDER KNIGHTS OF KHORASSAN

STUDENT REPORT

LOAN NO. _____

To the Board of Trustee-Managers, Imperial Palace Foundation, Dramatic Order Knights of Khorassan:

Respecting the progress that I have made in my studies at _____ during the past year, I beg to report that I have attained the following grade therein, viz:

- _____ A-With highest honor. Excellent.
- _____ B- Good.
- _____ C- Fair.
- _____ D- Grade withheld (Work Incomplete)
- _____ E- On probation.
- _____ F- Failure.

- _____ Grade Point Average

(Check the grade attained. If a college student, express grade nearest your percentile. Pass - Fail Grading requires letter of explanation from student.)

What, if any, employment have you been engaged in during the year to aid yourself in procuring your education?

Name: _____

Address: _____

Email: _____

Attested by:

Principal, Dean, or Registrar

Date: _____

When requested the beneficiary must fill out this form and mail it to the Office of the Imperial Palace Foundation when making application for a loan, this form is to attached thereto and is to cover the previous year of study in high school or college. If in high school, give class standing:

No. _____ in Class of _____

IMPERIAL PALACE FOUNDATION
DRAMATIC ORDER KNIGHTS OF KHORASSAN

FATHER'S STATEMENT
(IF LIVING)

Applicant's Name: _____ Loan No.: _____

I, _____, the father of the within named applicant who has applied for a loan of \$ _____ from the Imperial Palace Foundation of the Dramatic Order Knights of Khorassan, do hereby certify that I have carefully considered the statements therein made by my son (or daughter) and believe them to be reasonable and true and that the promises will be fulfilled (or performed).

If the loan is granted, I will use my most devoted efforts to the end that the applicant will avail himself (or herself) of the greatest possible profit there from and to live up to the obligations he (or she) is assuming and I hereby declare my approval of this loan, my willingness to endorse the notes presented therefore and to guarantee the payment thereof.

I have been a member of _____ Temple No. _____ of the Dramatic Order Knights of Khorassan for the past _____ years and I will consider it a privilege and an honor to continue my membership in the Dramatic Order Knights of Khorassan for the period of years required, not only for the completion of the educational program, but also for the years needed for the repayment of the loan to the Imperial Palace Foundation, and even beyond the stipulated time requirement.

Legal Signature: _____ Address: _____

Social Security #: _____ - _____ - _____ Birth date: _____ Telephone #: _____ Email: _____

WITNESS BY:

Legal Signature: _____ Address: _____

RECORD OF ACTION BY THE TEMPLE
(After Actual Receipt of Completed Application by Applicant)

This is to certify that on the _____ day of _____, _____ at an official meeting of _____ Temple No. _____, D.O.K.K., with a quorum present and taking part, the Votaries present were made familiar with the details of a loan solicited by _____ the son (or daughter) of Votary _____ of this Temple and upon a majority vote duly made and recorded gave its approval thereto and recommended the said loan in an amount determined by the Rules of the program.

The motion also included approval of the statements of the applicant's father that he would guarantee the performance of the obligations in the event of failure to do so by the applicant. (Delete if applicant's father is deceased).

As Officers of the Temple, while not assuming the responsibility for the financial obligations if applicant's Father is living, we certify that we truly believe the parties involved will be meet the promises. If applicant's Father is deceased, the motion also included authorization for the Royal Vizier and Secretary, on behalf of the Temple, to endorse, the applicant's Note to secure the repayment of the loan. We assert that according to our knowledge and belief, nothing in the applicant's training, views, or associations, or in the conduct of any member of his (or her) family, are unfavorable or opposed to the Constitutional Government of the United States of America, or the Dominion of Canada, or of any State or Province thereof, or of their Constitutions.

_____ Temple No. _____ Dramatic Order Knights of Khorassan.

By _____ Royal Vizier

Attest: _____ Secretary

Approved: _____ Imperial Representative

TEMPLE SEAL

The Office of the Imperial Palace Foundation must receive this affidavit by May 31st before any action maybe taken upon the application.

Form No. 5

**IMPERIAL PALACE FOUNDATION
DRAMATIC ORDER KNIGHTS OF KHORASSAN**

FORM OF NOTE

LOAN NO. _____

ADDRESS: _____

AMOUNT OF LOAN \$ _____

DATE: _____, _____

As hereinafter provided, I promise to pay to the order of the Treasurer of The Imperial Palace Foundation of the Dramatic Order Knights of Khorassan or his successor in office, _____ (\$ _____) for value received. The consideration of this note is a loan for educational purposes from the Imperial Palace Foundation of the Dramatic Order Knights of Khorassan.

Payable at the office of the Treasurer as follows: Ten percent (10%) of the principal sum one year, on June 1, after graduation and/or leaving the school: fifteen percent (15%) two years thereafter: twenty percent (20%) three years thereafter: twenty-five percent (25%) four years thereafter and the remainder or thirty percent (30%) at the end of the fifth year: without interest if installments are paid promptly.

I hereby expressly agree to promptly notify the Treasurer of the Foundation immediately upon my graduation and/or leaving the school for any cause, and to inform him of any and all changes in my post office address or that of the guarantor hereon, so long as any portion of this note remains unpaid, and should any payment not be made when due or I fail to notify the Treasurer as above stated the entire unpaid balance becomes due and shall bear interest at the rate of six percent (6%) per annum until paid. Presentment and demand of payment are hereby waived.

I further agree that if suit shall be instituted for the enforcement of my obligations hereunder, any Court in which said suit shall be filed may award costs and reasonable attorney's fees for the prosecution thereof.

Witness my hand and seal the day and year above written.

Applicant's Legal Signature: _____

Student at: _____

Street: _____

Town and State or Province: _____

This note must be guaranteed by the father of the student, if living, or by the Temple of which he was a member, if deceased.

The undersigned hereby guarantees the payment of the note, at maturity or at any time thereafter, and agrees to pay all costs, expenses and attorney's fees paid or incurred in collecting the same from or in prosecuting any suit against the maker, endorsers or guarantors of said note, and hereby waive any and all demand notice, protest and notice to any extension of time by the holder.

GUARANTOR:

Legal Signature Address

JURAT (VERIFICATION)

State of _____ County of _____

Signed and sworn to (or affirmed) before me on _____ Date

By _____
Names of persons

Signature of Notary Public

Commission Number: _____

My Commission Expires _____

(Notary Seal)