

Mason County Community Foundation

Scholarship Summary Sheet General Application Guidelines and Forms

The Mason County Community Foundation currently administers Scholarship Endowment Funds established by individuals, companies, and organizations that have an interest in assisting area students with the costs associated to obtain post high school education. Students apply to the program through a competitive application process and, if eligible, can be awarded a scholarship from one of the Foundation's scholarship funds.

Each scholarship fund has specific eligibility criteria that were defined by the donor when the fund was established. The following materials list each scholarship fund along with eligibility criteria. Applicants must read through the specific criteria to see if you are eligible. Each scholarship description also indicates an estimated award amount. This amount is based on the current year's award and can be subject to change.

Applications must be postmarked by March 1st. No applications will be considered after this date. On this cover sheet, please list the scholarship for which you are applying in the space provided at the top of the application. You may apply for more than one scholarship. If you apply for multiple scholarships, please submit a copy of the application and attachments for each scholarship. Place a copy of all attachments needed with each application. The requirements for attachments are outlined within this application package. For each scholarship you must submit the original application and attachments plus six copies (exception: only the original letters of recommendation are required). Please follow these instructions carefully.

Applicants will be notified of their award by the Foundation at their high school award ceremony (May or June) or by mail shortly thereafter. Scholarship awards from the Foundation are made directing to the vocational school, college or university for expenses at the institution, such as tuition, fees and books. The recipient is responsible for any tax liability incurred as a result of this award. The Foundation does not provide tax information to the student or the Internal Revenue Service. The student is fully responsible for all tax reports.

SUBMISSION DEADLINE: Postmark by March 1

SUBMIT TO: Mason County Community Foundation
108 North Church Street, Ripley, WV 25271

The application must be typed or neatly written in black ink. Submit the original application and attachments and six copies, except for required letters of recommendation. For letters of recommendation, one copy of each required letter should be provided in an envelope signed and sealed by the evaluator and sent in with your application. Do not staple any application materials. All application materials must be sent together as a single packet. Check the criteria for each scholarship carefully to be sure you qualify.

MCCF GENERAL APPLICATION FORM

Name of Scholarship (for which you are applying): _____

I. Personal Information

Name: _____

Last

First

Middle

Permanent Address: _____

Street or PO Box

City

State

Zip Code

What County/State do you live in? _____

Social Security Number: ___ / ___ / ___ Date of Birth: ___ / ___ / ___ Sex: Male Female

Home Telephone Number: () - _____ Alt. Telephone Number: () - _____

II. High School information

Name of high school currently attending: _____
(or previously attended)

If diploma attained via GED, indicate City/State and date attained: _____

List honors/Advanced Placement Courses taken (i.e. English II Honors): _____

III. College Information

Name of post-secondary school in which you plan to enroll or are currently enrolled:

Name of College

City/State

Date Attended

GPA

Year Graduated

This school is a: 4-year college/university 2-year college/university vocational/technical school

Have you been accepted? Yes No

What is your intended major field of study? _____

Upcoming year in this school: First Second Third Fourth

Do you plan to attend school (check one): full-time part-time

What college level will you enter in the Fall of? Freshman Sophomore Junior Senior Other (specify)

Will you be applying for the Promise Scholarship for the upcoming academic year? yes no

Did you receive a Promise Scholarship for the current academic year? yes no

IV. Essay

On a separate sheet of paper, please type an original essay. The essay may only be one page in length. Highlight your academic, extra-curricular, and community service accomplishments and any part-time jobs, travel, or hobbies that may relate to your career goals. Also, state how a scholarship will aid you with these goals. Note any special circumstances that you feel make you particularly eligible for a scholarship. (Individual scholarships may have additional requirements noted – see section on additional requirements).

VI. Grade Certification Form

This section is to be completed by an advisor/counselor. GPA (most recent) information should be on a scale of 4.0 only. This certification form is to be included in the complete scholarship application packet. Transcripts will be required from award winners for verification. If you are not a high school student attach your transcript(s) and sign this form.

Student's Name: _____

School Name: _____

At the close of the most recent semester, the applicant ranked _____ in a class of _____.

At the close of the most recent semester, the applicant's cumulative GPA was _____ on a scale of 4.0.

The GPA is Weighted Non Weighted

SAT Scores:

Verbal: _____
Math: _____
Combined: _____

ACT Scores:

English: _____
Math: _____
Reading: _____
Science Reasoning: _____
Composite: _____

Person completing this form: _____ Title: _____
(Please Print)

Signature: _____ Date: ____ / ____ / ____

DO NOT SEND THIS INFORMATION SEPARATELY!

To Be Completed by student

CERTIFICATION

I certify that all the information on these forms is true and correct to the best of my (our) knowledge. The Essay is my own work. If asked by any authorized representative of MCCF, I (we) agree to give documentation for information given on this form. I (we) realize that failure to comply with a request for further information may prevent the applicant from receiving any aid.

Applicant Signature

Date

Parent (Spouse) Signature

Date

VII. Financial Information

All students are to either:

- (1) submit a copy of the approved Federal Student Aid Financial Report Information Summary showing your Social Security Number and EFC (estimated family contribution) OR
- (2) complete the questions below and attach the family's most recently completed IRS form 1040. All financial information will be held in the strictest confidence.

1. Anticipated educational expenses and income for upcoming year:

<u>Expenses</u>		<u>Income</u>	
Tuition	_____	Scholarships/Grants	_____
Rm & board	_____	Loans	_____
Books	_____	Aid from Family	_____
Supplies	_____	Student Contribution	_____
Other	_____	Other	_____
TOTAL	_____	TOTAL	_____

2. Explain any special considerations regarding your financial need for scholarship support:

Income and Asset Data

Are you a dependent student: Yes No

- if you answer "yes" to the above, the information listed below should include your parent's financial information. If you answer "no", the information listed below should pertain only to the financial situation of you and your spouse (if applicable). Figures should be taken from your most recent U.S. Income Tax Return.

- 1. Adjusted Gross Income \$ _____
- 2. Total U.S. Income Tax Paid \$ _____
- 3. Income earned from work by
 - Father (self) \$ _____
 - Mother (spouse) \$ _____
- 4. Medical/Dental expenses not covered by insurance \$ _____
- 5. Cash, savings, stocks, bonds, CD's, etc. \$ _____
- 6. Net value of real estate holdings not used as primary Residence (market value less balance of mortgage) \$ _____
- 7. Total number of exemptions _____

Additional Information

1. If you are a dependent student, please answer the following:

Parent's current marital status

- single married separated divorced widowed

Total number of family members who will be attending college or post-graduate schools at least half-time during the upcoming academic year _____

2. If you are an independent student, please answer the following:

Your current marital status single married separated divorced widowed

I hereby affirm that the foregoing answers and statement are true and correct, and that I have not withheld any information that could, if disclosed, affect this application unfavorably. I understand that the financial aid information will be considered confidential.

Applicant's signature

Date

VIII. Letter of Recommendation

Select someone to complete a letter of recommendation who will be thorough in the review of your character. The letter must be completed by someone other than your parents or immediate family (e.g. your guidance counselor, coach, teacher, employer, etc.). The letter of recommendation must be submitted in a signed, sealed envelope along with your application. Only one copy of the letter needs to be submitted.

Student's Name: _____

Evaluator's Name: _____ Phone Number: _____

Relationship to Applicant: _____

How do you rate this applicant on the following criteria? (circle your choice)

Academic Achievements:	excellent	good	fair	poor
Personal Character:	excellent	good	fair	poor
Leadership Qualities:	excellent	good	fair	poor
Community Service:	excellent	good	fair	poor
Future Educational Plans:	excellent	good	fair	poor
Overall :	excellent	good	fair	poor

Why do you think this applicant should receive this scholarship?

Please place this recommendation in a signed and sealed envelope and return to the student for submission with the remainder of his/her application materials.