

CHIPOLA COLLEGE FOUNDATION, INC. APPLICATION INSTRUCTIONS FOR THE MCLENDON EDUCATIONAL TRUST SCHOLARSHIP

PLEASE READ INSTRUCTIONS CAREFULLY AS APPLICATIONS MUST BE CORRECT, COMPLETE AND HAVE ALL SUPPORTING DOCUMENTS IN ORDER TO BE CONSIDERED.

The McLendon Educational Trust Scholarship is for students with both merit and a financial need. The McLendon Scholarships are awarded each semester, and students must submit a new application with complete supporting documentation for each semester that he/she is requesting scholarship funds.

In order to apply for a McLendon Educational Trust Scholarship you must complete a McLendon Application and turn it in with all of the required items outlined on the attached application to the Foundation Office. Do not turn in the application until all of the required items have been attached to the application. You must fill in information in all blanks on the application.

EACH NEW APPLICATION SUBMITTED MUST CONTAIN COPIES OF ALL REQUIRED INFORMATION AS WE WILL NOT BE RETAINING INCOME TAX INFORMATION OR HIGH SCHOOL TRANSCRIPTS ON FILE FOR USE FOR FUTURE SEMESTERS. YOU MAY OBTAIN <u>UNOFFICIAL</u> CHIPOLA TRANSCRIPTS ONLINE AT <u>www.mychipola.edu</u>.

You may only apply for the McLendon Educational Trust application for one semester at a time. Please indicate the semester you are applying for in the box provided.

Please make sure that you sign and date the application.

Make sure you have copies of supporting documents to submit with the application before you turn in the application. We cannot make copies due to the high volume of applications received each semester.

Applications must be received in the Foundation office by 4 p.m. on the deadline date not postmarked by the deadline date. Applications that are received after the 4 p.m. deadline will not be considered. After each deadline the Scholarship Committee will review and rank applications. You will receive a contract in the mail if you are awarded scholarship funds. The award will be in the form of credit toward tuition and books.

If you have questions or need assistance, call 718-2445, or come in and we will be happy to assist you. **Please do not wait until deadline day if you need assistance.**

McLendon Educational Trust Application Deadlines:

 Spring 2017
 October 12, 2016

 Summer I 2017
 March 15, 2017

 Summer II 2017
 May 15, 2017

 Fall 2017
 June 8, 2017

MCLENDON EDUCATIONAL TRUST SCHOLARSHIP APPLICATION FORM INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED APPLICATIONS MUST BE RECEIVED IN THE FOUNDATION OFFICE BY 4 P.M. ON DEADLINE DATE NOT POSTMARKED BY DEADLINE DATE

SECTION 1. Please make sure your name and mailing address are filled in the application. Do not list a street address if you receive mail at a post office box. The address you provide on the application is what we will use to mail information to you regarding the scholarship. **DO**NOT LEAVE ANY LINE BLANK OR WILL BE CONSIDERED INCOMPLETE.

DATE: CHIPOLA STUDENT ID OR	LAST 4 OF SOC	IAL:			
NAME:					
MAILING ADDRESS:					
Street or PO Box	City	State	Zip Code		
PARENT OR GUARDIAN NAME (<u>not n/a or self)</u> :					
High School Attended	G	Graduation Year			
PLANNED MAJOR:					
SEMESTER AND ENROLLMENT STATUS FOR WHI	ICH YOU ARE A	APPLYING FO	R ASSISTANCE:		
☐ Spring ☐ Fall ☐ Summer I ☐ Summer II		☐ Full Time	☐ Part Time		
(Check only one)	(Check only one)				
SECTION 2. PLEASE ENCLOSE A LETTER WITH FOLLOWING:	THIS APPLICA	TION CONTAI	NING THE		

- ** a little about yourself and your educational plans (such as further education and career goals).
- ** why you feel you need help to attend college.
- ** your school and community involvement and any honors.
- ** any extenuating circumstances you wish to be considered by the scholarship committee

The information in this letter is your interview with the scholarship committee. This is your opportunity to tell the committee about yourself and outline your need for financial assistance. If your current financial circumstances are different from the information included on the application for the prior year tax year, explain the differences in your letter. **Do not include any letters of recommendation.**

SECTION 3. TRANSCRIPT INFORMATION AND INSTRUCTIONS.

Applicants must be a high school graduate with a 2.0 or better final grade point average or have earned a GED in order to apply. If the applicant has not earned any college hours, student must submit a copy of the final high school transcript, or at least through the first semester of senior year (through December) with a cumulative 2.0 unweighted grade point average if the application is for the Summer II or Fall semester that has a deadline prior to final transcripts being available. Students that have **previously been enrolled in college must submit all college(s) transcripts for each college attended and have both a cumulative and semester grade point average of 2.0 or better at time of application and must have a high school gpa of at least a 2.0 at time of application and final graduation in order to qualify.** Students who have completed fewer than 24 college credit hours must also submit a high school transcript. The high school and/or the college transcript(s) do not have to be official sealed copies. A photocopy of the transcripts(s) is acceptable. The Foundation cannot generate transcripts from any items submitted to Chipola College. Transcript copies must be attached to the McLendon Educational Trust Scholarship application. Do not include any college hours you have not completed. If you have no college hours, put a zero in the space provided. **DO NOT LEAVE IT BLANK.** All of this information can be found on the transcript(s). Your gpa entries on the application must match the gpa listed on the transcript exactly.

TRANSCRIPTS: <u>MAY BE UNOFFICIAL AND CHIPOLA TRANSCRIPTS CAN BE</u> <u>OBTAINED FROM www.mychipola.edu.</u> You must submit transcript(s) based on the following categories.

IF YOU HAVE FEWER THAN 24 SEMESTER COLLEGE CREDIT HOURS, YOU MUST ALSO SUBMIT A HIGH SCHOOL TRANSCRIPT. COPIES OF TRANSCRIPTS MUST BE SUBMITTED FOR EACH COLLEGE ATTENDED. THIS APPLIES TO ALL CATEGORIES BELOW.

Please mark an X in the box by each category which describes your educational background and then complete the gpa and credit earned information and submit the unofficial transcripts as required.

A.	☐ High school graduate with no college hours earned. Must provide transcript.
	Transcripts must show final grades at graduation or through the first semester (through December) of senior year for a Summer II or Fall semester application.
	Use unweighted gpa only. High School gpa
В.	☐ <u>Chipola College</u> - If you have attended or are attending Chipola College, or are a Chipola dual enrolled student provide a copy of the most recent Chipola transcript and complete the blanks.
	Chipola College credit hours earned
	Last term completed gpa Overall cumulative gpa
	High School gpa
C.	□ <u>ATTENDED OTHER COLLEGES</u> – MUST ATTACH TRANSCRIPTS FOR EACH COLLEGE ATTENDED.
	Name of college
	College credit hours earned
	Last term completed gpa Cumulative gpa
	High School gpa
	Name of college
	College credit hours earned
	Last term completed gpa Cumulative gpa
	Name of college
	College credit hours earned
	Last term completed gpa Cumulative gpa
D.	If you have obtained a GED, provide the date received and a copy of your GED scores.
	☐ GED obtained . Date earned
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MCLENDON EDUCATIONAL TRUST FINANCIAL STATEMENT

Please make sure that your telephone numbers and address are current in the event we need to call you regarding any scholarship questions we may have. <u>If you need assistance completing this application</u>, please come into the Foundation before deadline week so that staff will have adequate time to assist you.

Make sure to list the number of college for the semester for wh	f people in your household enrolled in college or who anticipate attending ich you are applying.
Student Name:	·
Telephone: Home	Cell :
Number in household	Number in household who will be in college
Section 4: <u>INCOME INSTR</u>	<u>UCTIONS</u>
Attach a copy of previous year's 1040A, 1040EZ showing proof of employer will not be accepted a	s income tax return(s), (the year which ended December 31) IRS Form 1040, of income for everyone in the household. <u>Copies of W-2 forms from an s proof of income</u> .
Form 1040A line 15 or Form 1 income may be food stamps, al other income received. You me shows proof of any other income you lived for the previous year need to have documentation of earnings for the year. DO NO	the income from the previous year based upon the IRS Form 1040 line 22, 040 EZ line 4 plus any other income received. Some examples of other limony, child support, social security, housing assistance, disability, or any tust attach a copy of the IRS tax form as well as documentation which ome received. This includes income for everyone in the household where, no matter who they are. If you did not file an income tax return, we will the sources and amounts of income for everyone in the household that had T INCLUDE YOUR ENTIRE TAX RETURN ONLY PAGE 1 AND 2 1040A AND PAGE 1 OF 1040EZ FORM.
\$75,000 or greater, then docu serious illness, divorce, death funding. <u>Without extenuatin</u>	ne for the previous year, as documented on the income tax return, is amentation outlining extenuating circumstances (such as loss of job, etc) must accompany the application for it to be considered for a circumstances and proper documentation, applicants with household to be considered for the McLendon Educational Trust Scholarship.
INCOME:	
Form 1040A line 15 or 1	e for the last year ended December 31 from IRS form(s) 1040 Line 22, Form 1040 EZ line 4:
Employed at	
Employed at	

B.	Attach a copy of proof of the amount of each of the following if received in the household:					
	SSI amount for prev	ious vear				\$
	Food Stamp amount		vear			\$
	Child Support amou	•	~			\$
			cluded in taxable incom	ie		\$
			ecurity not included in t a			\$
	Unemployment receiv	ed <u>not include</u>	d on tax return			\$
	Other income received	l from any sou	ce for all persons in the h	ousehold		\$
	TOTAL HOUS	SEHOLD IN	NCOME SECTION	A + SECTIO	NB =	
C.	List <u>all yearly</u> expe	enses for the	entire household: Am	ounts must b	e for the year	r not by the month.
The '	previous year's exp	oenses filled	in for each category	in this section	should add u	p to the total you list
			d it must be added ac		,	
	Housing \$		Food \$		Phone \$	
	Utilities \$		Clothing \$		Other	
	Insurance \$		Gas \$			
	Medical \$		Car Pmts \$Childcare \$			
	Dental \$		Childcare \$			
тот	AL OF ALL <u>YEAI</u>	RLY EXPEN	SES FOR THE ENTI	RE HOUSEHO	DLD = \$	
D.	Sources of other	funding:				
	If you have annlies	1 fon omv. of 4	ماران منامسان معام مارد	u foru din o muo o		ulaasa indiaata waa an
						please indicate yes or
		•	ou have an award not		•	
	be listed on that notice. If you have applied but have not received an award yet, please write that of the application. Please circle yes or no and fill in an amount in the blank provided.					
	the application. Pl	ease circle y	es or no and fill in an	amount in the	e blank provic	<u>led</u> .
	I have applied		indicate amount for the	<u>semester</u>		
	yes or no	\$				
	yes or no yes or no	\$	One Stop Center			
	yes or no		Florida Bright Futures/G	old Seal		
	yes or no	4	Trondu Bright Futures, C			
Е.	It is important that	at you indica	te the number of sem	ester or clock	hours you pla	n to register for in the
	semester for which	ch you are ap	plying. The scholars	ship committee	e cannot make	e an award if they do
	not know how ma	any semester	or clock hours you p	olan to enroll in	n for the seme	ester.
	Number of credit	/clock hours	you plan to register fo	or	·	
F.	I request help with	the following	(Check one).			
	☐ Tuition/Books		☐ Tuition Only		☐ Books Only	Ţ
			The Foundation has my perm Grade reports may also be re	nission to release th	is information to	outside benefactors and
Applic	cant's Signature			Date		_

Return completed application to: Chipola Foundation, 3094 Indian Circle, Marianna, FL 32446