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**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 UNOFFICIAL CHIPOLA TRANSCRIPTS ONLINE AT [www.mychipola.edu](http://www.mychipola.edu).**

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



**TRANSCRIPTS: MAY BE UNOFFICIAL AND CHIPOLA TRANSCRIPTS CAN BE OBTAINED FROM [www.mychipola.edu](http://www.mychipola.edu). 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 \_\_\_\_\_

B.  **Chipola College** - 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.  **ATTENDED OTHER COLLEGES** – **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 \_\_\_\_\_

## 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. **If you need assistance completing this application, 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 people in your household enrolled in college or who anticipate attending college for the semester for which you are applying.

Student Name: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell : \_\_\_\_\_

Number in household \_\_\_\_\_ Number in household who will be in college \_\_\_\_\_

### Section 4: **INCOME INSTRUCTIONS**

Attach a copy of previous year's income tax return(s), (the year which ended December 31) IRS Form 1040, 1040A, 1040EZ showing proof of income for everyone in the household. **Copies of W-2 forms from an employer will not be accepted as proof of income.**

Your household income will be the income from the previous year based upon the IRS Form 1040 line 22, Form 1040A line 15 or Form 1040 EZ line 4 plus any other income received. Some examples of other income may be food stamps, alimony, child support, social security, housing assistance, disability, or any other income received. **You must attach a copy of the IRS tax form as well as documentation which shows proof of any other income received.** This includes income for everyone in the household where you lived for the previous year, no matter who they are. If you did not file an income tax return, we will need to have documentation of the sources and amounts of income for everyone in the household that had earnings for the year. **DO NOT INCLUDE YOUR ENTIRE TAX RETURN ONLY PAGE 1 AND 2 OF FORM 1040 OR FORM 1040A AND PAGE 1 OF 1040EZ FORM.**

If the household's total income for the previous year, as documented on the income tax return, is \$75,000 or greater, then documentation outlining extenuating circumstances (such as loss of job, serious illness, divorce, death etc...) must accompany the application for it to be considered for funding. **Without extenuating circumstances and proper documentation, applicants with household income over \$75,000 will not be considered for the McLendon Educational Trust Scholarship.**

### **INCOME:**

A. Total household income for the last year ended December 31 from IRS form(s) 1040 Line 22, Form 1040A line 15 or 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 previous year	\$ _____
Food Stamp amount for previous year	\$ _____
Child Support amount for previous year	\$ _____
Pensions or portion of pension <b>not included in taxable income</b>	\$ _____
Social Security or portion of social security <b>not included in taxable income</b>	\$ _____
Unemployment received <b>not included on tax return</b>	\$ _____
Other income received from any source for all persons in the household	\$ _____

**TOTAL HOUSEHOLD INCOME SECTION A + SECTION B = \$ \_\_\_\_\_**

**C. List all yearly expenses for the entire household: Amounts must be for the year not by the month.**

The previous year's expenses filled in for each category in this section should add up to the total you list for "total of all yearly expenses" and it must be added accurately.

Housing \$ _____	Food \$ _____	Phone \$ _____
Utilities \$ _____	Clothing \$ _____	Other _____
Insurance \$ _____	Gas \$ _____	_____
Medical \$ _____	Car Pmts \$ _____	_____
Dental \$ _____	Childcare \$ _____	_____

**TOTAL OF ALL YEARLY EXPENSES FOR THE ENTIRE HOUSEHOLD = \$ \_\_\_\_\_**

**D. Sources of other funding:**

If you have applied for any of the scholarship and/or funding programs below, please indicate yes or no beside each one listed. If you have an award notice from Financial Aid, your award amount will be listed on that notice. If you have applied but have not received an award yet, please write that on the application. Please circle yes or no and fill in an amount in the blank provided.

<u>I have applied</u>	<u>If awarded indicate amount for the semester</u>
yes or no	\$ _____ Pell Grant
yes or no	\$ _____ Work study
yes or no	\$ _____ One Stop Center
yes or no	\$ _____ Florida Bright Futures/Gold Seal

**E. It is important that you indicate the number of semester or clock hours you plan to register for in the semester for which you are applying. The scholarship committee cannot make an award if they do not know how many semester or clock hours you plan to enroll in for the semester.**

**Number of credit/clock hours you plan to register for \_\_\_\_\_.**

**F. I request help with the following (Check one).**

Tuition/Books                       Tuition Only                       Books Only

I certify that the above information is correct. The Foundation has my permission to release this information to outside benefactors and volunteers for consideration of my eligibility. Grade reports may also be released for determination of continued eligibility.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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

