



(850) 718-2445
3094 Indian Circle
Marianna, FL 32446-2053
www.chipola.edu

**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.

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 SOCIAL: _____

NAME: _____

MAILING ADDRESS: _____
Street or PO Box City State Zip Code

PARENT OR GUARDIAN NAME (NOT N/A OR SELF): _____

High School Attended _____ Graduation Year _____

PLANNED MAJOR: _____

SEMESTER AND ENROLLMENT STATUS FOR WHICH YOU ARE APPLYING FOR ASSISTANCE:

Spring Fall Summer I Summer II
(Check only one)

Full Time Part Time
(Check only one)

SECTION 2. **PLEASE ENCLOSE A LETTER WITH THIS APPLICATION CONTAINING THE FOLLOWING:**

- ** 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 transcript(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: MAY BE UNOFFICIAL AND CHIPOLA TRANSCRIPTS CAN BE OBTAINED FROM 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 not included in taxable income | \$ _____ |
| Social Security or portion of social security not included in taxable income | \$ _____ |
| Unemployment received not included on tax return | \$ _____ |
| 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

