

New Hope Scholarship Application

This scholarship is a **resident-funded** and **resident-driven** program, with the purpose of awarding academic and vocational scholarships for employees of Presbyterian Homes at The Moorings

The New Hope Scholarship is available to Presbyterian Homes employees through the generosity of donors to the Geneva Foundation of Presbyterian Homes

**Applications for the Spring 2019 Semester are due on:
November 26, 2018**

PLEASE NOTE:

The application deadline for the Spring 2019 semester was chosen based on tuition payment deadlines for most schools in the area.

If you do not have all the documents required (official bill, list of courses, financial aid, etc.) by **November 26, 2018** please call the Geneva Foundation office at (847) 979-3922 to discuss your options.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED TO THE COMMITTEE FOR CONSIDERATION.

RETURN COMPLETED APPLICATIONS TO THE CONCIERGE DESK OR EMAIL/MAIL TO:

**THE GENEVA FOUNDATION
OF PRESBYTERIAN HOMES**

8707 Skokie Blvd, Suite 400

Skokie, Illinois 60077

Phone: (847) 979-3922

Fax: (847) 979-3967

Email: knormandt@presbyterianhomes.org

The Geneva Foundation of Presbyterian Homes

Scholarship Policies and Procedures

1. Employees of the Moorings who have been continuously employed at least one year may apply for scholarship funding. This applies to both full and part-time employees. In a 12 month period, the employees with one year of service are eligible to receive a maximum of \$1,500.00 and for those with two or more years, the maximum is \$2,500.00. (Employees who serve in either executive or administrator roles are not eligible for scholarship awards from the New Hope Scholarship fund).
2. Length of employment may include immediate prior time at other campus locations as long as there is no gap between employment on one location and another. Employee must meet all requirements and procedures as outlined by the campus applied to, just as any other applicant.
3. All scholars should remain as full or regular part-time employees of Presbyterian Homes during the scholarship period. (Any changes in employment status should be discussed with the New Hope Scholarship Committee and/or Foundation and the employee's supervisor).
4. Academic study must be done at an accredited school. The subject matter must be academic, technical or vocational.
5. Employees are welcome to use the New Hope Scholarship Fund for seminars and continuing education but should check with their immediate supervisor prior to completing an application. Leadership of the Moorings may have budgeted for these opportunities and/or group educational sessions available through LeadingAge. (An 'Aging Services' Association of which Presbyterian Homes is a member).
6. Scholarships and tuition reimbursement are available for various levels of training in the nursing field through Presbyterian Homes. Employees in the nursing field should contact the Healthcare Administrator on their campus. Tuition reimbursement is fully described within the 2016 Employee Handbook.
7. Employees wishing to participate in a conference should seek funding from their respective campus leadership. Applications for these opportunities will not be considered by the New Hope Scholarship Committee.
8. Scholarships are for educational purposes only, such as tuition and required laboratory fees. Scholarships are limited to payment of tuition and mandated university fees, and does not include transportation, lodging, meals, text books or other personal expenses.
9. Scholarship applications for academic institutions like colleges and universities are generally due before each 'semester break' from school; June/July (for the fall semester), November (for the spring semester) and March/April (for summer semester). The deadline for receipt of applications is final and is not considered complete unless all required documents and accompanying information are submitted. Late applications will be returned to the applicant.
10. The scholar will be asked to sign an acceptance policy stating that they understand and will adhere to the above stated guidelines.
11. Each scholarship award is tailored to fit the requirements of the individual applicant. Consideration will be given to the amount needed, the time period involved, the type and quality of the educational institution, day or night classes, and general feasibility for the individual involved.
12. Upon Committee approval, the applicant will be notified by letter. Payment will be made directly to the academic or training institution.
13. A passing grade of 'C' or better or "pass" must be received in each funded class for future applications to be considered. Once the grades have been received, the scholar is required to submit them to the Geneva Foundation. No future application will be reviewed unless grades are received.
14. The IRS considers scholarship received from an employer, such as Presbyterian Homes, a fringe benefit (per IRS Publication 15-B), and there are tax consequences with any amount received over \$5,250.00 in one calendar year. Any amount over \$5,250.00 a year is taxable by law and will be withdrawn from employees paychecks. Employees are encouraged to investigate the income tax consequences they may experience as income.

Approved by committee 10/2018

The Geneva Foundation of Presbyterian Homes

**APPLICATIONS MUST BE TURNED IN TO THE GENEVA FOUNDATION BY:
November 26, 2018**

Please make sure you complete this application in its entirety AND have attached all the required supporting materials. Incomplete applications will be returned to you. The application will not be submitted for review to the Committee and you may need to rely on other means of funding. There are no exceptions. It is in your best interest to be thorough and complete.

Name: _____ Date: _____ Phone Extension: _____

Email: _____ Off-campus phone number: _____

Department/Position at The Moorings : _____

Home Address: _____ City _____ Zip _____
(to mail award letter)

How long have you been an employee at The Moorings? _____

Full-time or Part time? _____ What are the hours you normally work? _____

Level of general schooling completed to date: _____

What is the name of the school you wish to attend? _____

Student ID #: _____

Field of study or area of courses: _____

Expected length of study? _____ Semester starting date? _____

How many credit hours are you taking this semester? _____

What is the cost per credit hour? (not per class) \$ _____

Total funds you have applied for/received in Financial Aid and Grants: \$ _____

Total request for this semester (after financial aid and grants): \$ _____

Total expected cost of entire program: \$ _____

Tuition due date (mm/dd/yyyy) **BE EXACT:** _____
(Every attempt will be made to process request and check within a reasonable amount of time, however please be aware, it can take three to four weeks for your school to receive the check.)

What is the mailing address where the scholarship check should be sent? **(BE EXACT and must be included)**

Name of the school _____

Department where check should be mailed _____

Street address _____

City, State and Zip Code _____

REQUIRED DOCUMENTS

Please check the boxes once complete before submitting your application.

Official bill, invoice or tuition statement from the school which includes your name and/or your student ID. If you do not have a tuition statement yet, you must provide a copy of your registration statement which matches the amount of credit hours you have provided on the application until you can provide the tuition statement.

Course description from online student summary or course manual.

YOU must provide the accurate mailing address of where the scholarship check will need to be sent. **The Geneva Foundation cannot process a check without a complete and accurate mailing address. Omission of this requirement will result in delay of payment and you may be dropped from your class(es). See below example:**

Wilbur Wright College

(The name of the school)

Business Services

(The department where check should be mailed)

4300 N. Narragansett Ave

(The street address)

Chicago, IL 60634

(The city, state and zip code)

If you are a returning student, you are required to provide a grade report(s) for any class(es) funded by the New Hope Scholarship during prior semesters.

If you are eligible for financial aid and grants, you are encouraged to apply BEFORE applying for New Hope Funds. You can provide a 'pending' amount on this application, but the final tuition statement you submit must show the amount you receive in financial assistance.

Please provide a full and complete Personal Statement (previous page). The more information you provide will help the committee make a decision. Feel free to add additional information or supporting documentation.

All scholars are required to have their picture taken. Please call the Geneva Foundation at: (847) 979-3922 to arrange a convenient time.

There is an annual reception to benefit the New Hope Scholarship Fund. Scholars are highly encouraged to make themselves available to attend this event. Each scholar will receive an invitation in the mail.

Remember!!!

Incomplete applications will not be sent to the committee for consideration. It will be returned to you if you have omitted any information, not provided a personal statement or if required documents are missing. Make sure to answer all questions and provide the required documents.

I have provided the required documentation as stated in this application:

Signature (Required)

Statement of Agreement for the New Hope Scholarship Program

To apply for and accept funding from a New Hope Scholarship, an employee should be aware of and responsible for the following:

- 1) An application is to be fully completed and submitted for each semester of funding being requested. An official tuition statement and an enrollment/registration form with the desired class schedule and credit hours must be included with the application. **If these documents are not included, the application is not considered complete and it will be returned to the applicant.**
- 2) If you are approved for an academic scholarship, **grades must be turned in to the Geneva Foundation at the end of the semester you are funded.** In the case where grades have not been released before the new application cycle begins, the applicant must inform the Geneva Foundation when they can be expected.
- 3) A passing grade of ‘C’ or better or “pass” must be received in each funded class for future applications to be considered. Once the grades have been received the scholar is required to submit them to the Geneva Foundation. No future application will be reviewed unless grades are received.
- 4) The application will be reviewed by the New Hope Scholarship Committee at the next scheduled meeting date,. Prior to that meeting, the applicant will be interviewed by committee members. Interviews are required for any applicant who alters their original educational plan or career study.
- 5) Award checks will not be processed unless previous grades and a tuition statement are received. Checks will be cut after an official institution invoice is received and it will be processed. **Should you decide to drop any or all courses, YOU should immediately make arrangements with your academic institution to refund all unused scholarship funding to the Geneva Foundation. If you fail to notify the Geneva Foundation and/or fail to make an attempt to have unused scholarship funds returned to the Geneva Foundation, pending/future applications may not be approved.**
- 6) *The IRS considers scholarships received from an employer, such as Presbyterian Homes, a fringe benefit (per IRS Publication 15-B), and there are tax consequences, with any amount received over \$5,250 in one calendar year. Any amount over \$5,250 is taxable by law and will be withdrawn from employees paycheck. Employees are encouraged to investigate the income tax consequences they may experience as income.*
- 7) Checks will only be made payable to the academic institution. No check will be made payable to the applicant regardless of the situation or deadline.
- 8) A thank you letter directed to the scholarship committee acknowledging their generosity and informing them of your progress is always appreciated.

The above stated process is mandatory of every applicant seeking a New Hope Scholarship, and therefore, I, _____, understand and accept the above stated policies and procedures for the New Hope Scholarship Program.

Name

Date