



ACADEMIC APPLICATION

The Mary Barrow New Hope Scholarship is a **resident-funded** and **resident-driven** program that awards academic and vocational scholarships for employees of Presbyterian Homes at Lake Forest Place. Scholarships are available to employee through the generosity of donors to the Geneva Foundation of Presbyterian Homes.

APPLICATION DEADLINES

are announced in Stand-Up and/or posted by the time clocks.

PLEASE NOTE: It is very important to pay attention to the application deadline as it was determined on tuition payment schedules for most area schools. **LATE** or **INCOMPLETE** applications **WILL NOT** be forwarded to the Committee for consideration.

Please read this section very carefully. There is an obligation on your part to read the attached application, understand and adhere to the policy and procedures. This program is growing exponentially each year and requires many hours of administrative work to make those scholarships a reality for each scholar.

Each application must be filled out completely and have the attached required documents. Do not leave blank lines in the application. **If information is missing or required documents are not included, the application will be sent back to you immediately and NOT reviewed until it is complete and turned back in by the stated deadline.** If you miss the deadline you will have to wait until the next stated deadline to be reviewed by the committee. There will be no exceptions.

If you are unable to obtain certain required school documents in time, you will need to provide an explanation in writing with a date as to when they will be made available. No application will be reviewed unless that written explanation accompanies your application.

For any returning scholar, you will need to be responsible for obtaining the current application from the New Hope Scholarship Mailbox or from the Presbyterian Homes website on the Geneva Foundation page under the box marked Resources. The application is available for download in PDF form. Along with your application and required documents, be sure to include your prior semester grades. If your classes aren't completed yet, provide us with a written explanation and a date for when they are expected. Remember, a passing grade of C or better is a necessity for future scholarship applications to be reviewed. **No future check will be mailed without your prior semester grades —it is your responsibility to get them to the Geneva Foundation.**

The New Hope Scholarship Program is a wonderful benefit to those employees who are looking to obtain or improve their future career goals through education. The residents on this committee and staff of the Geneva Foundation are committed to helping you reach your educational goals.

Contact information is provided in the application if you have any questions.



SCHOLARSHIP POLICIES AND PROCEDURES

1. Employees of Lake Forest Place who have been continuously employed at least one year may apply for scholarship funding. This applies to both full, part-time and occasional employees. In a calendar year, full and part-time employees are eligible to receive up to \$5,250. Occasional (including those who work limited part-time or seasonally) are eligible for up to \$2,500 in a calendar year. From time to time, however, the Committee may consider awarding amounts over this if circumstances warrant it. (see number 13 below) Multi-year scholarship awards to any employee cannot exceed \$40,000 (employees who serve in either executive or administrator roles are not eligible for scholarship awards from the Mary Barrow 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 from one location to 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 employees of Presbyterian Homes during the scholarship period.
4. Academic study must be done at a nationally or regionally accredited school. The subject matter must be academic, technical or vocational. Online Education must be taken through a nationally or regionally accredited institution.
5. Employees are welcome to use the Mary Barrow New Hope Scholarship Fund for seminars and continuing education, but should check with their immediate supervisor prior to completing an application. Leadership of Lake Forest Place 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. 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 Mary Barrow New Hope Scholarship Committee.
7. 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.
8. 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 Employee Handbook.
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 and statement which states their understanding of the guidelines, the adherence to them and the tax implications, if any.
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 taxes will be withdrawn from employees paychecks. Employees are encouraged to investigate the income tax consequences they may experience (if this amount is exceeded).

It is recommended that you make a copy of all submitted documents to refer to and for your records.



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, a scholarship acceptance statement and a tuition statement are received. **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 taxes will be withdrawn from employees paycheck. Employees are encouraged to investigate the income tax consequences they may experience (if this amount is exceeded).***
- 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.

December 2018

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.

(Print Name Here)

Employee's Signature

Date



APPLICATION MUST BE SUBMITTED TO GENEVA FOUNDATION BY DEADLINE DATE

Please make sure you complete this application in its entirety **AND** have attached all the required supporting materials. An incomplete application will be returned to you, and will not be submitted to the Committee for review. 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. Kindly **PRINT** or **TYPE** when completing application.

Today's Date: _____

Name: _____ **Employee ID #:** _____
(Find this on Kronos when clocking in.)

Email: _____ **Off-campus Phone Number:** _____
(E-mail will be the primary form of immediate communication. Therefore, please provide an e-mail address that you access regularly.)

Department/Position at Lake Forest Place: _____

Home Address: _____
(Needed to mail award letter and/or any other scholarship related material)

City: _____ **Zip:** _____

When Were You Hired to Be an Employee of Lake Forest Place? _____
(Your 'Hire Date' can be found on your Employee Profile in Kronos.) (month, day, year)

Employment Classification: **Full-time** **Part-time** **Occasional**
(Put an "X" in the box next to your classification.)

What Are the Hours You Normally Work? _____

How Many Days a Week Do 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 months and/or years?) (month, day, year)

How Many Credit Hours Will You Be Taking this Semester? _____

What is the Cost Per Credit Hour? (NOT Per Class) \$ _____

Total Funds You Have Applied For/Received for this Semester in Financial Aid: \$ _____

Total Funds You Have Applied For/Received for this Semester in Grants: \$ _____

Total Request from New Hope this Semester (After Financial Aid and Grants): \$ _____

Remaining Tuition Balance: \$ _____

Total Expected Cost of Entire Program: \$ _____

Tuition Due Date: _____

(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	<i>(The name of the school)</i>
Business Services	<i>(The department where check should be mailed)</i>
4300 N. Narragansett Ave	<i>(The street address)</i>
Chicago, IL 60634	<i>(The city, state and zip code)</i>
- 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 Anna Raymundo-Obdin, in The Geneva Foundation, at (847) 979-3924 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:

Employee's Signature (Required)

Date

For questions regarding the New Hope Scholarship Program, please call or email:



To submit a completed application along with the required documents, please choose from one of the following ways:

⇒ Email it to:

Anna Raymundo-Obdin
aobdin@presbyterianhomes.org

⇒ Place it in an envelope addressed to:

Anna Raymundo-Obdin
The Geneva Foundation of Presbyterian Homes

and leave it with the Security Desk at Balmoral Care Center

⇒ Fax it to:

Anna Raymundo-Obdin
(847) 979-3967

⇒ Mail it to:

Anna Raymundo-Obdin
The Geneva Foundation of Presbyterian Homes
8707 Skokie Blvd., Suite 400
Skokie, IL 60077