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# Council of Higher Education Scholarship Program for Students of Czech, Slovak, or Ruthenian Descent

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## THE PROGRAM

The Council of Higher Education has established a scholarship program for U.S. and Canadian students of Czech, Slovak, or Ruthenian descent who plan to continue education in undergraduate and graduate programs. Renewable scholarships are offered each year for full-time study at an accredited academic institution of the student's choice.

This scholarship program is administered by Scholarship Management Services®, a division of Scholarship America®. Scholarship Management Services is the nation's largest designer and manager of scholarship and tuition reimbursement programs for corporations, foundations, associations and individuals.

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## ELIGIBILITY

Applicants to the program must be -

- Citizens or permanent residents of the United States or Canada who are of Czech, Slovak, or Ruthenian descent (the nationalities of the area comprising the first Czechoslovak Republic, 1918 – 48).
- Full-time\* undergraduate or graduate students pursuing a bachelor's or advanced degree and enrolled in a course of study at an accredited academic institution.

*\*Full-time study is defined as full-time enrollment for the entire upcoming academic year.*

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## AWARDS

Except for the Seclef-Hoetzel Scholars Awards, financial need will be a primary factor in the selection of recipients.

Awards may be renewed for up to three additional years or until a bachelor's or graduate degree is earned, whichever occurs first, on the basis of satisfactory academic performance and continuation of the program by the Council of Higher Education.

Awards may be used for undergraduate and graduate study.

### **Seclef-Hoetzel Scholars Award**

Up to two (2) awards will be granted to the top-ranking applicants, based on merit only.

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## APPLICATION

Interested students must complete the application and mail it along with a current, complete transcript of grades to Scholarship Management Services postmarked no later than **April 1**. Grade reports are not acceptable. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken. Applicants will receive acknowledgment of receipt of their application. If an acknowledgment card is not received within three weeks, applicants may call Scholarship Management Services to verify that the application has been received.

Applicants are responsible for gathering and submitting all necessary information. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by Scholarship Management Services.

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## **SELECTION OF RECIPIENTS**

Scholarship recipients are selected on the basis of financial need (except in the selection of Seclef-Hoetzel Scholars awards), past academic performance and future potential, demonstrated leadership and participation in school and community activities, honors, work experience, statement of career and educational goals and aspirations, unusual personal or family circumstances, an outside appraisal, and a brief essay describing Czech, Slovak, or Ruthenian descent and interest. Consideration will also be given to participation in Czech, Slovak or Ruthenian organizations.

Selection of recipients is made by Scholarship Management Services. In no instance does any officer or employee of the Council of Higher Education play a part in the selection. All applicants agree to accept the decision of Scholarship Management Services as final.

Applicants will be notified by late May. Not all applicants to the program will be selected as recipients. Students may reapply to the program each year they meet eligibility requirements.

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## **PAYMENT OF SCHOLARSHIPS**

Scholarship Management Services processes scholarship payments on behalf the Council of Higher Education. Payments are made on August 15. Checks are mailed to each recipient's home address and are made payable to the school for the student.

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## **OBLIGATIONS**

Recipients have no obligation to the Council of Higher Education. They are, however, required to supply Scholarship Management Services with complete transcripts when requested and to notify Scholarship Management Services of any changes of address, school enrollment, or other relevant information.

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## **REVISIONS**

The Council of Higher Education reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time including termination of the program.

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## **ADDITIONAL INFORMATION**

Questions regarding the scholarship program should be addressed to:

**Council of Higher Education Scholarship Program**  
**for Students of Czech, Slovak, or Ruthenian Descent**  
Scholarship Management Services  
One Scholarship Way, PO Box 297  
Saint Peter, MN 56082

Telephone: (507) 931-1682

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## INSTRUCTIONS FOR COMPLETING THE FINANCIAL DATA SECTION OF THE APPLICATION

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The Financial Data section of the application should be completed by the parent/guardian, or applicant if independent. Independent is defined as one who is **not** claimed as a dependent by the parent/guardian for tax purposes. Information should be from a completed tax return or based on estimated information to be filed with the IRS/Revenue Canada.

1. **State/Province of Residence** is the state/province where the parents and/or (independent) applicant reside and pay state/province income tax.
2. **Adjusted Gross Income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law. For Canadian applicants, report Taxable Income (both parents).
3. **U.S./Canadian Total Federal Tax Paid** includes the total amount of **federal** income tax to be paid. This is **not** the amount withheld from paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do **not** report state/province income tax.
4. **Total Income** of parent(s) should be reported individually. Provide information for both natural parents, when possible. **If the student resides with only one parent**, financial information **must** be received from the parent who claims the child as a dependent for tax purposes. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or claims the student as a dependent, or the student is included in the spouse's benefit plan. **If necessary, two Financial Data sections may be submitted by the student.** A copy of the Financial Data section may be made in order for one to be completed by each parent.
5. **Untaxed Income and Benefits** (For U.S. applicants only.) Include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.
6. **Medical and Dental Expenses** include only those expenses not paid by insurance. Do not include premium payments.
7. **Total Cash, Checking, Savings, Cash Value of Stocks, etc.**, include liquid assets that can be used for educational expenses. **Do not include** IRA, 401k, RRSP, or other retirement plan funds.
8. **Total Number of Family Members** living in the household and primarily supported by the reported income includes dependent college students living away from home.
9. **Marital Status** is the current status of the person from whom the financial information is submitted.
10. **Total Number of Family Members Attending College** includes all family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Be sure to include the applicant in this number.

**NOTE:** Any exceptions to providing financial information as instructed above must be submitted to Scholarship Management Services in writing.