



# Friends of Pam Scholarship Fund

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## THE PROGRAM

Healin' Wheels LLC has established a scholarship program to assist dependents and primary caregivers of ALS patients who plan to continue their education in college or vocational school programs. Renewable scholarships are offered each year for study at an accredited institution of the student's choice.

This scholarship program is administered by Scholarship Management Services<sup>®</sup>, a division of Scholarship America<sup>®</sup>. Scholarship Management Services is the nation's largest designer and manager of scholarship and tuition reimbursement programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, age, gender, disability or national origin.

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## ELIGIBILITY

Applicants to the Friends of Pam Scholarship Fund must be:

- United States citizens.
- Graduating high school seniors, high school graduates, or current undergraduates who have a minimum grade point average of 2.50 on a 4.00 scale (or the equivalent).
- Planning to enroll in a minimum of nine (9) undergraduate credit hours per semester at an accredited two-year or four-year college or university or vocational-technical school located in the United States for the entire 2012-2013 academic year.
- Legal dependents of a current or deceased ALS patient during the time of the patient's diagnosed illness. If an applicant cannot be classified as a legal dependent but was the primary caregiver of the ALS patient and residing in the same household during the illness, the applicant will be considered eligible.

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## AWARDS

If selected as a recipient, the student will receive an award ranging from \$1,000 to \$5,000. Up to five (5) awards may be granted. Awards may be renewed for up to three additional years or until a bachelor's degree is earned, whichever occurs first. Renewal is contingent upon maintaining a minimum 2.50 GPA on a 4.00 scale (or the equivalent).

Awards are for undergraduate\* study only.

*\*Renewal award recipients may be eligible to renew awards for graduate study provided the full award allocation has not been used for undergraduate study and the student enrolls in graduate study immediately upon completion of an undergraduate degree.*

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## APPLICATION

Only the first 150 applications received at Scholarship Management Services will be considered. 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 **January 12**. 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. Instructions for completing the Financial Data section of the application are included. 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**

Selection is a two-step process. Scholarship finalists are selected on the basis of demonstrated community service, financial need and academic record. Financial need as calculated by Scholarship Management Services must be demonstrated for the student to receive an award. Selection of finalists is made by Scholarship Management Services.

Selected finalists will be required to submit an essay and a personal resume. Details will be sent to finalists in mid February. Finalists' application information, essays and resumes will be reviewed by a selection committee from Healin' Wheels. This committee will select recipients. All applicants agree to accept the decision as final.

Applicants will be notified in mid-February whether or not they are finalists. Finalists will be notified whether or not they are recipients in early April. Not all applicants to the program will be selected as finalists, not all finalists 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 Friends of Pam scholarship payments on behalf of Healin' Wheels LLC. Payments are made in equal installments on August 15 and December 30. 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 Healin' Wheels LLC. They are, however, required to notify Scholarship Management Services of any changes in address, school enrollment, or other relevant information and to send a complete transcript when requested.

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## **REVISIONS**

Healin' Wheels LLC 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:

**Friends of Pam Scholarship Fund**  
Scholarship Management Services  
One Scholarship Way  
Saint Peter, MN 56082

Telephone: (507) 931-1682

Administered by  
**Scholarship  
Management  
Services®**  
A Division of Scholarship America®

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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 parents, guardians, **or** by the 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 filed with the IRS.

1. **State of residence** is the state where the parents and/or (independent) applicant reside and pay state income tax.
2. **Adjusted gross income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law.
3. **Total federal tax paid** includes the total amount of **federal** income tax to be paid as reported on IRS FORM 1040. This is **not** the amount withheld from employee's paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do **not** report state income tax.
4. **Total income** of parent(s) should be reported individually for both parents if applicant is a dependent student, or by the applicant if independent. If applying as a dependent student, 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** 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, or other retirement plan funds.
8. **Total number of family members living in the household** and primarily supported by the reported income may include:
  - the applicant
  - the applicant's parents (or spouse if student is independent)
  - other children living in the household
  - dependent college students living away from home
  - other people who live in the household and receive more than half of their support from the reported incomeIndependent students should only report those individuals who are supported by the reported income.
9. **Marital status** is the current status of the person from whom the financial information is submitted.
10. **Of the total number of family members on line 8, number of students attending college** includes family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Include the applicant in this number. Do not include parents.

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