

Mary Monroe Davis Scholarship

Yakima Rotary Trust



THE PROGRAM

Mary Monroe Davis left an educational legacy to Yakima County. On her behalf, through the Yakima Valley Community Foundation, the Yakima Rotary Trust has established a scholarship program to assist residents of Yakima County with tuition and fees who plan to continue their education in undergraduate study. Renewable scholarships are offered each year for full-time study at an accredited two or four-year college or university 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. Awards are granted without regard to race, color, creed, religion, sexual orientation, age, gender, disability or national origin.

ELIGIBILITY

Applicants to the Mary Monroe Davis Scholarship Program for tuition and fees only awards must be:

- A U.S. citizen, who is defined as:
 1. A person born in the United States; or
 2. A person born in a U.S. territory (Guam, Puerto Rico or the U.S. Virgin Islands); or
 3. A legal immigrant who has naturalized after immigrating to the U.S.; or
 4. A person who is born abroad to at least one U.S. citizen parent and is recognized by the U.S. Government as a U.S. citizen; or
 5. A child under eighteen years of age who:
 - A) is a lawful permanent resident,
 - B) has at least one parent who is a U.S. citizen by birth or naturalization, and
 - C) resides in the U.S. in the legal and physical custody of the citizen parent.
- A Yakima County resident, who is defined as:
 1. A person who has resided continuously in Yakima County other than primarily for post-high school educational purposes for a period of one year or more immediately prior to making initial application and who has attained or will attain a high school diploma, GED certificate or other equivalent degree or certificate to allow their eligibility for admission to a college or university; or
 2. A person who obtained a high school diploma, GED certificate or other equivalent degree or certificate from an educational institution situated in Yakima County within three years immediately prior to making initial application; or
 3. A person who obtained a high school diploma, GED certificate or other equivalent degree or certificate from an educational institution situated in Yakima County within five years immediately prior to making initial application and was on active military duty or Washington National Guard duty outside of Yakima County for a period of two years or more during such five-year period.
- A high school senior or graduate, a person who has obtained a GED, or a current undergraduate who will be enrolled in full-time undergraduate study at an accredited two- or four-year college or university for the entire upcoming academic year.

Applicants must provide documentation of both their U.S. citizenship **and** Yakima County residency.

- **For U.S. Citizenship:** this may include a birth or naturalization certificate, passport, or a copy of the first page of a U.S. tax form.
- **For Yakima County residency:** this may include a utility or credit card bill in the applicant's name or parent's name showing a Yakima County address, a voter registration card, a copy of the GED certificate or high school diploma from Yakima County, or some other document that states they are a Yakima County resident.

AWARDS

If selected as a recipient, the student will receive an award of up to \$3,000 for a two-year college or up to \$7,500 for a four-year college or university. **Awards may be used for tuition and fees only.**

RENEWALS

The number of years a student may renew their award will be based on current year in college at the time of application. Renewal is contingent upon maintaining a 2.75 cumulative grade point average on a 4.00 scale in full-time study.

1. Renewal students may be given one term of grace. If eligibility is not met, they will forfeit the scholarship.
2. If renewal applicants are late in submitting required documentation and are not enrolled fall term, they forfeit the scholarship.

3. If a student has a medical withdrawal and fails to notify Scholarship Management Services before the next program year they forfeit the scholarship.

At its discretion, the Yakima Rotary Trust may renew an award for a fifth year of study for recipients who are enrolled in a five-year degree program or are unable to complete a four-year degree program due to extenuating circumstances beyond their control. **Awards are for tuition and fees only towards undergraduate study and will not be granted to earn a second Associate's or Bachelor's degree.**

APPLICATION

Interested students must complete the application and mail it with a current, complete transcript of grades to Scholarship Management Services postmarked no later than **February 15, 2012**. 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 below. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. Incomplete applications will not be evaluated. All financial information received is considered confidential and will be reviewed only by Scholarship Management Services.

Scholarship Management Services reserves the right to request documentation of financial information provided.

SELECTION OF RECIPIENTS

Scholarship finalists are selected on the basis of financial need, academic record, demonstrated leadership and participation in school and community activities, awards and honors, work experience, statement of goals and aspirations, unusual personal or family circumstances and an outside appraisal.

The final selection of recipients will be determined by the Yakima Rotary Trust's selection committee. Recipient selection will be based on **two** essays in addition to the criteria used to select finalists. If two essays are not provided, the application will be considered incomplete. All applicants agree to accept the decision as final.

Applicants will be notified in early May. 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.

PAYMENT OF SCHOLARSHIPS

Scholarship Management Services processes Mary Monroe Davis scholarship payments on behalf of Yakima Rotary Trust. 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.

Awards are for tuition and fees only.

OBLIGATIONS

Recipients are required to sign a Recipient Agreement with the Yakima Rotary Trust. They are also required to notify Scholarship Management Services of any changes in mailing address, school enrollment, or other relevant information and to send a complete transcript when requested.

REVISIONS

The Yakima Rotary Trust 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.

ADDITIONAL INFORMATION

Questions regarding the scholarship program should be addressed to:

Mary Monroe Davis Scholarship Program
Scholarship Management Services
One Scholarship Way
Saint Peter, MN 56082

Telephone: (507) 931-1682

INSTRUCTIONS FOR COMPLETING THE FINANCIAL DATA SECTION OF THE APPLICATION

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 the most recently 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.**, includes 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 includes dependent college students living away from home.
 - the applicant
 - the applicant's parents
 - 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 reported.
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.

Administered by

**Scholarship
Management
Services®**

A Division of Scholarship America®