

# Henry O. Peabody Scholarship Program

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## THE PROGRAM

The Henry O. Peabody School for Girls, operating under the will of Henry O. Peabody to carry on his progressive visions, has established a student aid program known as the Henry O. Peabody Scholarship Program. Awards will be made to women who live in Norfolk County, with first preference given to residents of the Town of Norwood, second preference being given to residents of other towns which have significantly supported the Henry O. Peabody School, and third preference being given to residents of other towns in Norfolk County. The purpose of the scholarship program will be to enable women to acquire an independent livelihood.

Awards will be given for students in vocational-technical programs, junior and community college programs, and four-year college programs. The scholarships will be awarded on the basis of merit and financial need of the applicant. Applications from women who are receiving aid to families with dependent children or are displaced homemakers will be given special consideration.

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, disability or national origin.

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## ELIGIBILITY

Applicants to the Henry O. Peabody Scholarship Program must be -

- Women who are graduating high school seniors, undergraduates already enrolled in college or vocational-technical school, or women seeking to return to school
- Women who are enrolled or planning to enroll in a **full- or part-time** course of study at an accredited two- or four-year college, university, or vocational-technical school.
- Women who are attempting to acquire an independent livelihood.

Preference will be given to women who are –

1. Residents of the Town of Norwood, Massachusetts,
2. Residents of the towns of Bellingham, Brockton, Canton, Dedham, Mansfield, Sharon, Walpole, Westwood, Weymouth, and Wrentham in Massachusetts,
3. Residents of other towns in Norfolk County, Massachusetts.

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## AWARDS

Awards range from \$1,000 to \$5,000 for one year of undergraduate study. Financial need will be considered in determining the amount of each award.

Adult learners may negotiate to use their awards for child care or other education-related expenses.

Awards are renewable up to three years on the basis of satisfactory academic performance and maintaining full or part-time enrollment.

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## APPLICATION

Interested women must complete the application and mail it along with a current, complete transcript of grades to Scholarship Management Services postmarked no later than **April 15**. 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.

Applications are strongly encouraged from women who are enrolled or planning to enroll in a vocational-technical school.

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**

Scholarship recipients are selected on the basis of academic record, potential to succeed, demonstrated leadership and participation in school and community activities, honors, work experience, statement goals and aspirations, unusual personal or family circumstances, and an outside appraisal. Financial need is considered to determine award amount.

Selection of recipients is made by Scholarship Management Services. Directors of the Peabody Foundation are not involved in any way with the selection.

All applicants will be notified in May whether or not they have been awarded the scholarship. 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 of Henry O. Peabody School for Girls. 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 Henry O. Peabody School for Girls. 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**

Henry O. Peabody School for Girls 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:

**Henry O. Peabody Scholarship Program**  
Scholarship Management Services  
One Scholarship Way  
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 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/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. 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. If the applicant is no longer a dependent of the parents, income for the applicant and spouse (if married) must be reported.
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
  - 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 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.