2018 - 2019
CALVARY FOUNDATION SCHOLARSHIP

INSTRUCTIONS (PLEASE READ CAREFULLY)

1. **General:** Thank you for your interest in a Calvary Foundation scholarship. Please carefully review these instructions. We will award five (5) scholarships for the academic year 2018 - 2019.

2. **Eligibility:** The Calvary Foundation Scholarship invites applicants who meet the following criteria: 1) those who live within the greater Washington D.C. area (including D.C., Maryland and Virginia) even if attending a school outside of the region, or; 2) those from outside but who will be attending a school within the greater Washington D.C. area. **Also,** please note that any applicant from outside the D.C. area that wins a Calvary Foundation Scholarship must notify the Foundation of any changes regarding school application. If the school they will be attending is located outside the region, the scholarship will not be awarded.

3. The scholarship application is provided in a fillable PDF format. The application may also be completed legibly in ink. The completed application must be printed out and enclosed in the application packet. **Failure to do so may disqualify your application from consideration.**

4. **Transcripts:** Your application will not be considered if you fail to submit all required transcripts. Enclose an official transcript from each school identified in Item 3 of the application, reflecting all coursework undertaken at high school, college and university levels through and including fall 2017 grades. This requirement applies to any college or university that you have attended, as well as any high school you have attended if you have completed fewer than 24 credit hours of college or university at the end of fall 2017. **Unofficial transcripts and Internet print-outs will not be accepted.** You must instruct your institution to send your official transcripts to you for inclusion in your application packet. **Do not instruct your institution to send transcripts to the Calvary Foundation, as they will not be accepted separate from the application packet.**

5. **Recommendation Forms:** On the application website, there is a link for Recommendation Forms that includes instructions. Please forward the link to your chosen evaluators and then enclose the **two** completed, signed, and dated Recommendation Forms. Each recommendation must be enclosed in a sealed envelope with the evaluator’s signature across the seal. **The scholarship committee will not consider your application if you fail to enclose two Recommendation Forms that meet the above criteria.** Recommendation Forms may be from anyone, but will be more useful if they are from persons who have known you for a long period of time or have observed you in an academic, community service, church, or similar setting.

6. **SAT or ACT scores:** High school seniors must submit a copy of their SAT or ACT scores (a photocopy is sufficient). If you have taken more than one exam, you may choose which set of scores to provide.

7. **Important:** Be sure to fully complete the application and enclose all additional required information when submitting your application. For your convenience, the last page of the application is a cover sheet that contains a checklist of all required information. Third party sources of information (e.g., transcripts, evaluation forms) should be delivered directly to you, in a sealed envelope addressed to the Calvary Foundation, for inclusion in your application package and should not be sent directly to the Calvary Foundation. The Calvary Foundation will not consider extraneous materials delivered separately from the scholarship application packet. **If you have applied for a scholarship from the Calvary Foundation in the past, please note that the Calvary Foundation does not retain any materials from prior year applications. Therefore, you must submit all requested information with this application or your application will not be considered.**

8. **Deadline:** The completed scholarship application, including all required attachments, must be received **postmarked by April 16, 2018.** Hand-delivery of the application may not be accepted. Delivery must be made to:

   The Calvary Foundation
   C/O Calvary United Methodist Church
   2315 South Grant Street
   Arlington, VA 22202

   **Scholarship recipients for the 2018-2019 academic year will be notified and awards will be sent out by July 1, 2018.**
1. SCHOLARSHIP SOUGHT
I am seeking this scholarship for (check whichever applies):

- [ ] Fall 2018 and Spring 2019
- [ ] Fall 2018 only
- [ ] Spring 2019 only
- [ ] Other (specify)__________________________________

2. PERSONAL INFORMATION
   Please *type* Do not use initials or abbreviations.

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<th>Level of study:</th>
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<th>Undergraduate</th>
<th>Masters</th>
<th>Doctorate</th>
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</table>

How did you find out about the Calvary Foundation scholarship?

* Applicants must be from greater Washington D.C. area (including D.C., Maryland and Virginia) or attending institutions in Maryland/DC/Virginia.
3. EDUCATION INFORMATION
The Calvary Foundation endeavors to support students in their academic pursuits through financial scholarships. Please provide the information requested below for every college or university that you have attended. Additionally, if you are in first year of college or university study, you must provide transcripts for high school years. If at the end of Fall 2017, you have completed 24 or more credit hours of college or university study, you may—but are not required to—include high school information. Note that you must also enclose official transcripts for each school identified below. See Instruction 4 for important information regarding transcripts.

Institution to which you are applying or are currently enrolled:

Name of Institution: ________________________________

Dates Attending: ________________________________ GPA: ______

Degree and Major: ________________________________ GPA: ______

Date Degree Expected: ________________________________

Address of Registrar: ______________________________________

Other college or university level:

Name of Institution: ________________________________

Dates Attended: ________________________________ GPA: ______

Degree and Major: ________________________________ GPA: ______

Date degree conferred, if applicable: ________________________________

Place of Institution: ______________________________________

Other college or university level:

Name of Institution: ________________________________

Dates Attended: ________________________________ GPA: ______

Degree and Major: ________________________________ GPA: ______

Date degree conferred, if applicable: ________________________________

Place of Institution: ______________________________________

High School (if applicable; see above):

Dates Attended: ________________________________

Date of Diploma or Equivalent: ________________________________ GPA: ______

Name of school: ______________________________________

Place of Institution: ______________________________________
Other High School (if applicable; see above):

Dates Attended: __________________________________________________________

Date of Diploma or Equivalent: __________________________ GPA: ______________

Name of school: _________________________________________________________

Place of Institution: _____________________________________________________
4. EMPLOYMENT / VOLUNTEER INFORMATION

Please only list work or volunteer information that is relevant to your field of study or future goals and plans. Full-Time / Part-Time Employment / Volunteer History (List current or most recent first.)

Dates Worked: _______________________________________________________________________
Name of Employer: ___________________________________________________________________
Job Title or Type of Work: ____________________________________________________________________

Dates Worked: _______________________________________________________________________
Name of Employer: ___________________________________________________________________
Job Title or Type of Work: ____________________________________________________________________

Dates Worked: _______________________________________________________________________
Name of Employer: ___________________________________________________________________
Job Title or Type of Work: ____________________________________________________________________

5. EXAM SCORES

SAT or ACT Score (high school seniors only): Date of exam: ____________________________
Verbal _____ Math _____ Written _____

6. ESSAYS: In 500 words or less for each question, please respond to items 6 and 7.

   6. Briefly describe how you came chose your current field of study, how it will help you pursue your career goals and live out your faith.

   7. How will you benefit from receiving a scholarship? You may include your financial situation, how you intend to meet your financial needs, (income, expenses, etc), your future plans, or other information.

8. APPLICANT'S CERTIFICATION

I hereby apply for a scholarship from the Calvary Foundation.

I certify that I am eligible to apply.

If I receive a Calvary Foundation Scholarship, I agree:

   1. To continue in my studies for the time period of the scholarship and provide all necessary proof to the Calvary Foundation.
   2. That I am responsible for gaining admission at my study institution.
   3. That I am responsible for all other costs incurred in obtaining a degree at my chosen institution.
   4. That I will cannot use this scholarship funding from the Calvary Foundation for any studies undertaken prior to August 1, 2018.
   5. That my scholarship may be revoked for any of the following reasons: my dismissal from my chosen institution; evidence of misconduct; withdrawal from institution before expiration of the scholarship term; failure to provide the Calvary Foundation with my current information including mailing address, telephone numbers, and e-mail address at all times; or any contingency that prevents me from fulfilling
all the obligations of the scholarship. I understand that revocation of a scholarship shall cause all payments to cease and may make me liable for the return of payments previously provided.

6. That the Calvary Foundation is in no way liable for my personal welfare or responsible for enabling me to pursue my studies beyond the scholarship period.

7. That, if I receive a scholarship from the Calvary Foundation, the Calvary Foundation will assume no responsibility or obligation whatsoever beyond providing the amount of the scholarship.

Signature of Applicant

Name (please print)

Date

9. Attachments. Enclose the following items with your completed application:

• Official transcript from each school listed in your response to Item 3 of the application (including any high schools that you have voluntarily listed in response to Item 3). See Instruction 3.

• 2 recommendation forms. Please note Instruction 4 to the application for important information regarding recommendation forms.

• Copy of SAT/ACT exam scores (high school seniors only). Please note Instruction 5 to the application for important information regarding exam scores.

BE SURE TO SUBMIT A COMPLETE APPLICATION

Before you send applications to the Calvary Foundation, be sure to:

1. Complete and sign the application.

2. Complete the essays as required.

3. Obtain two completed recommendation forms and include them in the application packet.

4. Confirm that all essays, transcripts, and Recommendation Forms are enclosed.

5. Include SAT or ACT scores (high school seniors only).

We recommend that you make a copy of the application and all supporting documentation for your files.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
2018 - 2019
CALVARY FOUNDATION SCHOLARSHIP
RECOMMENDATION FORM

INSTRUCTIONS:

Scholarship applicants please forward the attached link for the recommendation form to your evaluator. Have them return it to you signed, dated, and sealed in an envelope with their signature across the seal. Enclose all recommendation forms in the application packet. See #4 of Instructions with regard to choosing evaluators.

Evaluators please complete, sign and date this recommendation form. Please place it into an envelope. Seal the envelope and sign across the seal and return it to the applicant. Do not send this form directly to the Calvary Foundation.

Electronically signed forms will be accepted, but may be subject to verification.

SECTION I — To be completed by the applicant.

Name of Applicant

SECTION II — To be completed by the evaluator.

1. In what capacity have you known the applicant?

2. How long have you known the applicant?

3. Please describe the applicant’s commitment to continued study.

4. Please provide examples of the applicant’s abilities in the following areas:
   Leadership: 
   Responsibility: 
   Academic Potential: 

You may also respond to the following questions (see back):

5. What would you say is the applicant’s best quality and how will this quality enhance the applicant’s career aspirations?
6. In what area do you see room for improvement?


7. Additional comments:


Signature

Date

Name (print)

Title or Position

Institution / Company

Telephone

E-mail

Please complete, sign, and date this recommendation form. Please place it into an envelope. Seal the envelope and sign across the seal and return it to the applicant. Do not send this form directly to the Calvary Foundation.
2018 - 2019
CALVARY FOUNDATION SCHOLARSHIP APPLICATION
COVER SHEET

Please place this completed page on the front of your application. Thank you.

LAST NAME: ________________________________

For the 2018–2019 academic year, I will be a/an (check one):

☐ undergraduate student
☐ graduate student

I have:

☐ Completed, signed, and enclosed the entire completed application in your packet.

☐ Completed the essays as required by Items 6 and 7 (no more than 500 words or two double-spaced pages each) and included them in this packet.

☐ Included any additional pages, if necessary, in response to the remaining items in the application.

☐ Obtained two completed recommendation forms (in sealed envelopes with the recommender’s signature across the seal of the envelope) and included them in the application packet.

☐ Confirmed that official transcripts of every high school, college and / or university identified in response to Item 2 is enclosed.

☐ Included SAT or ACT scores (high school seniors only).

INCOMPLETE applications or applications received POSTMARKED AFTER APRIL 15 WILL NOT BE CONSIDERED.