

The Artelia Bowne Court Scholarship GUIDELINES FOR THE APPLICANT

I. STANDARDS FOR STUDENT CONSIDERATION

A. ACADEMIC

1. ENROLLMENT The candidate must be presently accepted or enrolled in a full-time program at an accredited college, university or school of higher education.
2. STATUS No candidate taking less than twelve (12) credit hours will be considered. If the institution does not operate on the credit-hour system, written verification of the candidate's full-time status must be supplied by the institution. Full-time status must be maintained during the semester or quarter in which the grant is used. Students who lose their full-time status during the year for which a grant had been awarded may forfeit the right to be considered in future years.
3. GRADE POINT AVERAGE A 2.0 is the minimum cumulative grade point average necessary for grant. Assume a 2.0 is equivalent to a "C."

B. NON-ACADEMIC

1. REFERENCES Candidates must be sponsored by an Indian Village resident.
2. APPLICATION The application shall be complete and filed timely to merit consideration.

NOTE: Application must include: institutions official transcript of grades, academic recommendations & autobiographical essay.

C. DISPOSITION OF THE GRANT

1. The grant shall be applied to tuition, room and board costs or academic fees that can be paid directly to the university. In exceptional circumstances, required supply costs may be reimbursed.
2. The grant shall be used for the academic year in which it is awarded. If not so utilized, the grant shall revert to the Artelia Bowne Court Fund at the Michigan Division Foundation of the Woman's National Farm and Garden Association.
3. The grant for tuition, room and board, and academic fees shall be forwarded directly to the institution in which the candidate is enrolled. Required supply costs will be reimbursed by the original receipt and approval of Education Committee chair.

II. INSTRUCTIONS TO CANDIDATE: Incomplete or late applications shall NOT be considered.

A. The DEADLINE for the receipt of the application is MAY 1ST of the current year.

IT IS ENTIRELY THE RESPONSIBILITY OF THE CANDIDATE TO ENSURE THAT THE APPLICATION IS COMPLETE AND FILED ON TIME.

To that end:

1. Make your request for the transcript and academic recommendation EARLY. It is suggested that you make your requests four to six weeks in advance.
2. Ensure that your application form, essay, transcript and recommendation reach the Scholarship Committee ON TIME. It is strongly suggested that you check with your professor and Records Office at least ten (10) days before the deadline to ensure that the items requested have been mailed.
INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED.
3. The committee is NOT responsible to notify the applicant that records or recommendations have not arrived on time.

B. TRANSCRIPT Please have a complete, OFFICIAL transcript (all semesters or quarters) of your work sent by your high school, college or university Records Office DIRECTLY to the Scholarship Committee chair. Transcripts should NOT be mailed in your application packet.

C. ACADEMIC RECOMMENDATIONS

1. SELECTION OF ACADEMIC PROFESSIONAL (current administrator, professor, instructor or counselor): Choose someone who knows your talents and abilities and who will take the time to write a recommendation that will enhance your standing with the Scholarship Committee. College freshmen may find this difficult, but all freshmen will have the same problem and it should not affect selection within that year group.

2. FORMAT Your recommendation may be mailed by US post, faxed or e-mailed. If mailed, it must be on the high school's, college's or university's official stationary and should be sent directly to the SCHOLARSHIP COMMITTEE CHAIR. Provide the individual writing your reference with a stamped, self-addressed envelope. He or she may choose not to use it, but it will give weight to the importance of the courtesy you have requested. The office phone number of your academic reference must be included on your application for verification purposes and in case of difficulties.

D. APPLICATION FORM

1. ACADEMIC MAJOR If your major is declared, so indicate on the application. If your major is still undeclared, put UNDECLARED on the scholarship application form transcripts will list declared majors). If you are leaning towards a particular major, note your choice in your essay.

2. HOURS List the number of credit hours being taken in your present semester. Also list your average hourly load for all semesters or quarters. REMEMBER: Only full-time students are accepted.

E. AUTOBIOGRAPHICAL ESSAY

1. CONTENT The essay is a CRITICAL ELEMENT of your application and must be original to each application. Do not assume that the committee will refer to any previous essays you have written. Committee members may change each year. It is suggested that the applicant take the time to prepare a thoughtful and informative essay. Often the essay serves to distinguish one applicant from another applicant who may have similar quantitative qualifications. The essay is your opportunity to allow the committee to get to know you as a person and as a student. While concise, the essay should at least & provide:

a. Personal vision of your goals & plans for future. Be as specific as possible.

b. Information on any academic honor society to which you may belong, for what field and when you were invited to join.

c. Campus activities (e.g., student government, athletics, clubs) in which you are involved.

d. Community activities (e.g., scout leader, volunteer service) in which you are involved.

e. Information on your work record (e.g. what kinds of jobs do you hold or have held, personal, family circumstances, future plans).

f. Any additional information you believe may be of interest to committee (e.g. financial, medical, personal, family circumstances, future plans).

2. FORMAT The essay should be typed, double spaced, NO LESS THAN 300 WORDS and no more than three pages.

F. CONFIDENTIALITY: ALL INFORMATION PROVIDED SHALL BE KEPT IN STRICT CONFIDENCE BY THE ORGANIZATION AND USED ONLY FOR THE PURPOSE OF SCHOLARSHIP CONSIDERATION.

G. ADDRESS:

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