

Scholarship Application

MAPLE EDUCATION FOUNDATION STUDENT SCHOLARSHIP

APPLICATION GUIDELINES

(revised 3/17/2021)

Please read carefully to fully understand guidelines and expectations.

Eligibility and Qualifications:

1. Applicant must be a Maple Heights City School District senior who will graduate at the end of the current school year.
2. In order to receive scholarship moneys or funds from the Foundation, the Applicant must be enrolled as a FULL time student at a college, university or trade school..
3. Applicant must not be selected for full scholarship from another source. If applicant is selected for a FULL scholarship, the applicant must notify the Foundation, so the scholarship may be awarded to the next eligible applicant.
4. All requested information (completed MEF Scholarship Application Form, two (2) letters of recommendations and an official high school transcript) must be received by the Foundation by the application deadline.
5. The application must be acknowledged by the applicant verifying the accuracy of the information.
6. The application must be submitted on the form provided by the Foundation in the space provided.
7. If submitted via mail: Application form must be typed, complete, stapled and not placed in a binder. If submitted via internet: Application form must be typed and complete.
8. Upon receipt of the scholarship, the recipient shall remit a written letter to the Foundation expressing how the award has affected them and their ability to pursue their education.

References: Two (2) references are required and are to be remitted in letters of recommendation. One (1) recommendation must be provided from a member of the school (staff, teacher or administrator) and the other reference must represent a member of the community, such as a church, community leader, employer, etc. The letters of recommendation must be:

1. Via US Mail: remitted in a sealed envelope and received by the application deadline; or
2. Via Internet: sent directly by reference to the executive director at admin@mapleef.org and received by the application deadline

Application Deadline: **Deadline is March 15th 2022.** (can be submitted via US Mail, online, or emailed). If you are mailing your application it must be received by March 15th 2022.

Notification of Recipients: Scholarship recipients will be notified in writing no later than **June 1st** of the calendar year of the award.

Date for Awarding Funds: Scholarships will be awarded at a special event at the end of the school year. Recipients and their parents will be special guests. Each recipient will receive a letter with details of the event.

Application Review: Applications will be reviewed by the Board of Director or the Board's duly appointed committee using a blind review process and established rubric. Accordingly, specific reference to the applicant should be limited to the information on the cover page. Recipients will be selected and recommended to the Board of Directors who, within their discretion, will make the final scholarship award decision.

Checklist for Submitting Application:

1. Is the application typed? (if submitting online disregard)
2. Is the application form complete?
3. Are the responses provided in complete sentences?
4. Are the spelling and grammar correct?
5. **Is an official high school transcript attached? (counselors will send these to the foundation just let them know you are submitting an application)**
6. **Are two letters of recommendation included in the application? (These can be emailed to director@mapleef.org)**
7. Has the verification statement been signed?

Submission of Applications:

If you wish to mail your application in

Applications should be mailed to:

Maple Education Foundation
PO BOX 37087
Maple Heights, Ohio 44137