

# Scholarship Application

## MAPLE EDUCATION FOUNDATION

### STUDENT SCHOLARSHIP

APPLICATION GUIDELINES

(revised 2-23-2024)

*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 signed 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. Application form must be completed via the online website application at [www.mapleef.org](http://www.mapleef.org)
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 remitted via email to----- [director@mapleef.org](mailto:director@mapleef.org)**

**Application Deadline:** **Deadline is March 18th 2024.** It must be submitted through our website at [www.mapleef.org](http://www.mapleef.org).

**Notification of Recipients:** Scholarship recipients will be notified in writing no later than **June 1<sup>st</sup>** 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 form complete?
2. Are the responses provided in complete sentences?
3. Are the spelling and grammar correct?
4. **Is an official high school transcript attached? (counselors will send these to the foundation just let them know you are submitting an application)**
5. **Are two letters of recommendation included in the application? (These can be emailed to [director@mapleef.org](mailto:director@mapleef.org))**
6. Has the verification statement been signed/filled out?

**Submission of Applications:**

Please submit the application using the online website application form.

Website is: [www.mapleef.org](http://www.mapleef.org)

Any questions? Please talk to your counselor or email [director@mapleef.org](mailto:director@mapleef.org)