

Paul M. Felice Memorial Scholarship Program

Frequently Asked Questions

Who is eligible to apply?

Applicants must meet **all** of the following criteria:

- Must be a high school senior, college freshman, sophomore or junior who is a part-time student employee or son or daughter of full-time or part-time employee of a company (retailers and suppliers) that are members of the Michigan Grocers Association
- Must be a Michigan resident, or a non-resident whose qualifying worksite is located in Michigan
- The parent-employee must have been employed for at least one year by an MGA-member company as of January 1 of the year in which the scholarships are awarded
- The part-time student employee must have been employed by an MGA-member company for at least six months as of January 1 of the year in which the scholarships are awarded
- The eligible employee must be employed at the time awards are announced.

Note: If your parent/guardian is an eligible employee at the time you receive notification that you have received an award you will retain the award for the full academic term.

When is the application deadline?

April 2, 2012

What are the details of the award?

- A number of non-renewable scholarships are awarded annually.
- Students (including past winners) may reapply each year as long as they continue to meet the eligibility criteria.
- The award amount for 2012-13 is \$1,000.
- The scholarships will be applied to tuition, fees, books, supplies and equipment required for course load.
- Institutions must be accredited, nonprofit two or four-year colleges/universities in the United States.
- A student may transfer from one institution to another and retain the award.

What are the selection criteria?

- An independent selection committee will evaluate the applications and select the winners.
- The committee will consider:
 - Academic achievements and records
 - Extracurricular activities
 - Community involvement

I have several potential school choices. Which one should I list on the application?

You should list your first choice on the application. If you are chosen to receive an award, it will be your responsibility to make certain ISTS is aware of your final school choice so that your check can be issued accordingly.

How and when will I receive notification?

- Notifications are sent approximately two months past the application deadline; usually in early June.
- Winner and non-winner notifications will be sent by email.
- Add info@applyISTS.com to your email address book or "safe senders list" so these important emails are not sent to your junk mail folder.
- **Do not 'opt out' of any email sent from info@applyISTS.com you may not receive vital information regarding your scholarship applications.**

Note: Your email address will only be used to communicate with you about your scholarship applications or other opportunities administered by ISTS for which you may be eligible to apply. We will not provide your email address to any third-parties. Decisions of the selection committees are final and are not subject to appeal. No application feedback will be given.

What are my responsibilities if I am chosen as a recipient?

- You must enroll as a full time undergraduate in the fall of the year in which the scholarships are awarded.
- You must continue in school the entire academic year without interruption unless approved by scholarship sponsor.
- You must deliver your scholarship check to the proper office at your institution.

How and when are checks issued?

- Checks will be mailed to each recipient's mailing address as entered on the application.
- Checks will be made payable to the institution only.
- Checks will be issued in August.
- It is the recipient's responsibility to notify ISTS should the check not arrive within 30 days of the issue date.

Are scholarships taxable?

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition or textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against your scholarship award. We recommend consulting your tax advisor for more guidance.

Program Administration

To assure complete impartiality in selection of winners and to maintain a high level of professionalism, the program is administered by International Scholarship and Tuition Services, Inc., a firm that specializes in managing sponsored scholarship programs.

Questions

For additional information regarding the scholarship program contact ISTS by email at info@applyISTS.com . When emailing please include the name of the scholarship program or sponsor.



Mail by April 2, 2012 to:
Paul M. Felice Memorial Scholarship Program
 % ISTS
 P.O. Box 23737
 Nashville TN 37202-3737

Paul M. Felice Memorial Scholarship Application

All applicants must complete steps 1-3: College Students must also complete step 4.

1. Complete this Application Page and the Activities Page.
2. Obtain and attach a copy of your high school record, which includes at least seven semesters of grades and all standardized test scores. **This does not have to be an official transcript.** If your ACT and/or SAT scores do not appear on your record, attach a copy of the scores as received from the College Board and/or ACT.
3. Mail your completed scholarship application by the **April 1** postmark deadline to the address indicated above.
4. **Attention College Students:**
 You must *also* submit current transcripts of your grades from each college you have attended.
A high school record is needed regardless of the applicant's year in college.

Student Information:

First _____ MI _____ Last _____
 Permanent Mailing Address _____ Apartment _____
 City _____ State _____ ZIP _____
 Date of Birth (MM/DD/YYYY) ____ / ____ / ____ E-Mail _____
 Social Security Number _____ - _____ - _____ Phone # (____) _____ - _____

Employee Information: (This information should be provided by the person whose employment makes this student eligible.)

Who is the eligible employee? (Circle one) Applicant Mother Father Step-Mother Step-Father Legal Guardian
 Name of Employee _____ Eligible Employee SS# _____ - _____ - _____
 Name of Store/Company _____
 Employee Work Address _____ City _____ State _____
 Hire Date (MM/YYYY) ____ / ____ Business phone # _____ - _____ - _____

High School Information:

High School Name _____ City _____ State _____

Academic Information:

Please provide your **HIGH SCHOOL** information in the boxes below.

GPA	Class Rank	Class Size	ACT - Composite	SAT - Critical Reading	SAT - Math	SAT - Written	Specify Number of		
							Honors Courses	AP Courses	IB Courses

All applicants must indicate Class Level and Major. Current college students must provide their college GPA.

Class level in Fall 2009*	GPA (current college students)	Major
1 2 3 4 (circle one, refer to key below)		

* College Level Key 1 – Freshman 2 – Sophomore 3 – Junior 4 – Senior

College Information:

Specify your first choice only.

State _____ Full College Name (Do not abbreviate) _____

ACTIVITIES

List activities in which you have participated during the last three years (school clubs, student government, publications, varsity or club sports, theater arts, Scouting, 4-H, etc.). Indicate the number of years involved in each activity. Please do not use acronyms.

Activity Description	Years Involved	Highest Position Held

COMMUNITY SERVICE

List community agencies or organizations in which you have participated WITHOUT PAY during the last three years (religious groups, hospital volunteer, cultural activities, outreach programs, etc.). Indicate the total amount of hours in the past three years. Please do not use acronyms.

Volunteer Activities	Hours

WORK EXPERIENCE

List your work experience of the last three jobs you have held the longest (e.g. food server, babysitting, lawn mowing, office work, etc.). Indicate the number of years spent on the job and an approximate number of hours worked each week.

Employer	Position	To – From Dates	Hours (average per week)

APPLICATION CHECK LIST

You may use the following checklist to ensure the application process is complete.

All documents must arrive in the same package for the submission to be considered complete.

Incomplete applications will not be considered.

- I have attached my application and activities form.
- I have attached my high school record.
- I have attached copies of my ACT and/or SAT scores (documented on high school record or on score report).
- I have attached my college transcript(s) (for college students only).
- I understand these documents may be scanned and agree not to staple, paper clip or otherwise attach documents together.
- I have photocopied my entire submission for my files.

CERTIFICATION

I certify, to the best of my knowledge, that the information on this application is complete and accurate. Falsification of any information will cause my disqualification from the scholarship competition.

I understand it is my responsibility to make sure this application is completed and mailed by the required postmark deadline listed on the application. Furthermore, I understand that if my application is not complete, or if I do not submit my application by the postmark deadline, I may be disqualified from the scholarship competition and may not be considered for a scholarship.

This application, upon receipt, becomes the property of the scholarship sponsor, and of International Scholarship and Tuition Services, Inc., the administrator of the scholarship program.

To comply with the provisions of the Family Educational Rights and Privacy Act of 1974, I hereby give permission for school officials to release my secondary school record and other requested information, if necessary.

Applicant's Signature _____ Date _____

Parent's Signature _____ Date _____

(If the student is under 18 years old)