

**Return to:**  
**Mary Welz**  
**Vermont Scholarship Fund**  
**PO Box 2000 Champlain Mill**  
**Winooski, VT 05404**

# VSAC-Assisted Scholarship Description Form

(to be published in VSAC's *Scholarships* booklet for the college year 2007-2008)

- This form is designed to capture the information VSAC needs to publish a scholarship program in the "VSAC-Assisted Scholarship Programs" section of VSAC's *Scholarships* booklet AND provide assistance with the administration of the program.

## HISTORY/BACKGROUND

Vermont Student Assistance Corporation (VSAC) administers or assists with the administration of approximately 150 individual scholarship programs. Two-thirds of these programs use VSAC's "Unified Scholarship Application" process implemented in 1998 to replace multiple individual applications with ONE process that serves the needs of all scholarship groups. New **VSAC-Assisted Scholarships** are required to use this process; **"Other" Scholarships** do not use this process. For the current academic year (2005-2006) we expect to process approximately 6,000 applications and award just over \$5 million to approximately 2,500 students.

## SERVICES

VSAC offers a variety of services to scholarship sponsors. Services run the gamut from simply holding funds in an interest-bearing account, to processing applications, providing financial need assessment on applicants, selecting (or assisting with the selection of) recipients, and awarding/dispersing funds. VSAC provides as little or as much support as a sponsoring group prefers. Organizations typically "mix and match" services to meet their needs. Some groups want VSAC to administer their scholarship in full or in part, while others prefer to be published in VSAC's *Scholarships* booklet and handle administration themselves. Still others participate in VSAC's Unified Scholarship Application process, but administer the remainder of their scholarship in-house.

## TIMELINE

- |                                   |   |
|-----------------------------------|---|
| <b>On or before May 1, 2006:</b>  | Submit this form to VSAC Scholarships Program   |
| <b>On or before June 1, 2006:</b> | Review and approve FINAL scholarship description for publication in VSAC's <i>Scholarships</i> booklet (if appropriate) |
| <b>July – September 2006:</b>     | Publication/printing of VSAC's <i>Scholarships</i> booklet  |
| <b>October 2006:</b>              | Mass distribution of VSAC's <i>Scholarships</i> booklet   |
| <b>After November 1, 2006:</b>    | Students begin to review booklet and identify the scholarships for which they are eligible to apply                     |
| <b>After December 1, 2006:</b>    | Students begin to apply   |
| <b>Spring/Summer 2007:</b>        | Scholarship awarded to recipient(s)   |
| <b>Fall 2007/Spring 2008:</b>     | Funds disbursed for academic year 2007-2008   |



Scholarships Program ♦ Champlain Mill ♦ PO Box 2000 ♦ Winooski VT 05404-2601 ♦ 802/654-3798 (*Burlington area*) ♦ 888/253-4819 (*toll-free*)

(continued)

# VSAC-Assisted Scholarship Description Form

(to be published in VSAC's *Scholarships* booklet for the college year 2007-2008)

- ▶ Please provide the name of the scholarship as well as the group that is sponsoring the award (if applicable).

## SECTION I: SCHOLARSHIP NAME

Scholarship Name

Sponsored By (if applicable)

## SECTION II: FUNDING

- ▶ Please check the description below which best describes how your scholarship program will be funded:

- We currently invest our funds and plan to forward an amount to VSAC annually to be given out as scholarships.
- We conduct fundraisers during the year and plan to forward funds to VSAC annually to be given out as scholarships.
- We have a large sum of money that we would like to invest with VSAC, the interest from which would be annually given out as scholarships.
- We have one lump sum of money that we want to award as scholarships until funds are depleted.
- OTHER (please explain):

## SECTION III: VSAC SERVICES

- ▶ Please check ALL services below that you would like VSAC to provide:

- Receive and process application materials
- Select recipient(s)
- Award/disburse funds (includes notifying applicants of outcome)
- Generate annual awarding/disbursement reports
- OTHER (please explain):

## SECTION IV: ELIGIBILITY CODES

- ▶ The following Eligibility Codes are listed inside the front cover of the Scholarships booklet. This code describes the type of student who is eligible to apply for the scholarship. In general, VSAC recommends that groups establish OPEN scholarships. Please choose the Eligibility Code below that best describes the type of student who will be considered "ELIGIBLE" to apply for this scholarship:

- O** = OPEN to all students including graduating high school seniors, adults, students already enrolled in and attending college, and/or graduate students
- A** = ADULT student returning to school
- C** = COLLEGE student already enrolled in and attending postsecondary school
- G** = GRADUATE student (i.e., a student who has already obtained a four-year undergraduate degree)
- H** = HIGH SCHOOL student who will either graduate or receive a GED by the end of the current school year

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## SECTION V: ELIGIBILITY CRITERIA

- This section clearly identifies the criteria a student must meet to be considered **ELIGIBLE TO APPLY** for the scholarship. Please note that *Vermont Residency* is an eligibility requirement for ALL VSAC-assisted scholarships and therefore is not published in every description. Please check ALL criteria you would like students to demonstrate in order to be eligible to apply for this scholarship:

### VERMONT RESIDENCY

- Applicant **MUST** be a Vermont Resident

### VERMONT COUNTY IN WHICH APPLICANT MUST LEGALLY RESIDE *(please check ALL that apply):*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> ANY VERMONT COUNTY | <input type="checkbox"/> ESSEX COUNTY      | <input type="checkbox"/> ORLEANS COUNTY    |
| <input type="checkbox"/> ADDISON COUNTY     | <input type="checkbox"/> FRANKLIN COUNTY   | <input type="checkbox"/> RUTLAND COUNTY    |
| <input type="checkbox"/> BENNINGTON COUNTY  | <input type="checkbox"/> GRAND ISLE COUNTY | <input type="checkbox"/> WASHINGTON COUNTY |
| <input type="checkbox"/> CALEDONIA COUNTY   | <input type="checkbox"/> LAMOILLE COUNTY   | <input type="checkbox"/> WINDHAM COUNTY    |
| <input type="checkbox"/> CHITTENDEN COUNTY  | <input type="checkbox"/> ORANGE COUNTY     | <input type="checkbox"/> WINDSOR COUNTY    |

### POSTSECONDARY SCHOOL ACCREDITATION/APPROVAL

- Applicant **MUST** attend an accredited postsecondary institution approved for federal Title IV funding (i.e., Stafford Loans, Pell Grants)

### SPECIFIC PROGRAM/DEGREE APPLICANT MUST BE SEEKING *(please check ALL that apply):*

- Applicant does NOT need to be enrolled in a certificate or degree program
- Eligible if enrolled in a Certificate Program
- Eligible if enrolled in an Undergraduate Associates Degree Program (2-year)
- Eligible if enrolled in an Undergraduate Bachelors Degree Program (4-year)
- Eligible if enrolled in a Graduate or Professional Degree Program (Masters, Doctorate)

### SPECIFIC MAJOR OR FIELD OF STUDY *(please specify below):*

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

### MINIMUM ENROLLMENT *(please check the minimum enrollment for which a student must be enrolled):*

- |   |   |
|---|---|
| <input type="checkbox"/> Quarter-Time (3 credits) | <input type="checkbox"/> Three-Quarter-Time (9 credits) |
| <input type="checkbox"/> Half-Time (6 credits)    | <input type="checkbox"/> Full Time (12 credits)         |

### QUALITIES THAT APPLICANT MUST DEMONSTRATE *(please check ALL that apply)*

- Academic Achievement (indicate MINIMUM cumulative GPA or Grade, if applicable: \_\_\_\_\_)
- Financial Need
- Community Involvement and/or Service
- Education/Work Ethic
- Entrepreneurial Skills, Endeavors, and/or Achievements
- OTHER (please describe): \_\_\_\_\_

### ADDITIONAL ELIGIBILITY REQUIREMENTS NOT SPECIFIED ABOVE *(please specify below):*

\_\_\_\_\_

\_\_\_\_\_

(continued)

## SECTION VI: AWARD AMOUNT

▶ **This section provides information on the number of scholarships and dollar amount(s) to be awarded on an annual basis. If the number and dollar amount(s) vary or is unknown, listing a range for each is preferable.**

Total NUMBER of Annual Awards:	<b>OR:</b>	MINIMUM # of Annual Awards	MAXIMUM # of Annual Awards:
Total DOLLAR AMOUNT of Annual Award:	<b>OR:</b>	MINIMUM \$ Amount Awarded	MAXIMUM \$ Amount Awarded:

▶ **Please check the description below which best describes the renewability of this scholarship:**

- Non-renewable scholarship (applicant must reapply each year)
- Automatically renewed for ONE additional year for the same award amount (if student continues to meet eligibility criteria)
- Automatically renewed for TWO additional years for the same award amount (if student continues to meet eligibility criteria)
- Automatically renewed for THREE additional years for the same award amount (if student continues to meet eligibility criteria)
- OTHER (please explain): \_\_\_\_\_

## SECTION VII: SELECTION CRITERIA

▶ **This section clearly indicates the criteria the scholarship group will use (listed in order of importance) to CHOOSE ONE OR MORE RECIPIENTS. Included below are the subjective eligibility criteria. Please rank these criteria in order of importance using numbers 1-7; if you did not select/list the criteria under eligibility, simply mark an "X" on the line.**

**RANK:**

- \_\_\_\_\_ Academic Achievement
- \_\_\_\_\_ Community Involvement and/or Service
- \_\_\_\_\_ Education/Work Ethic
- \_\_\_\_\_ Entrepreneurial Skills, Endeavors, and/or Achievements
- \_\_\_\_\_ Financial Need
- \_\_\_\_\_ OTHER (please describe): \_\_\_\_\_
- \_\_\_\_\_ OTHER (please describe): \_\_\_\_\_

## SECTION VIII: MISCELLANEOUS INFORMATION

<b>VSAC ID:</b>	VSAC Scholarships Program will assign a VSAC ID to your scholarship.
<b>POSTMARK DEADLINE:</b>	VSAC Scholarships Program will select a postmark deadline for your scholarship based on the eligibility criteria you define on this form. Scholarship deadlines currently fall between APRIL 1 and JULY 15.
<b>REQUIRED DOCUMENTS:</b>	VSAC Scholarships Program will determine which documents must be submitted by the applicant in order to: <ul style="list-style-type: none"> <li>• PROVE the applicant is eligible, and</li> <li>• DEMONSTRATE the various subjective eligibility requirements</li> </ul>