



COMMUNITY FOUNDATION OF THE LOWCOUNTRY, INC.

The R and J Matchett Scholarship Scholarship Guidelines & Instructions for the 2012-13 Academic Year

PURPOSE

The **R and J Matchett Scholarship Fund** was established in 2007 to assist qualified students in pursuit of a post-secondary education who plan to successfully complete a course of study in a current or emerging occupational, technical, or skilled labor field at a technical college, trade school, or community college.

ELIGIBILITY/CRITERIA

- A. Applicant must be a high school senior scheduled to graduate in the spring of the current school year from a high school located in Beaufort, Jasper, or Hampton counties.
- B. Applicant must be a U.S. citizen and legal resident of Beaufort, Jasper, or Hampton counties in South Carolina.
- C. Applicant must be accepted to a technical college, trade school, or community college located within a 150 mile radius of Hilton Head Island, *with preference given to applicants attending a technical college, trade school, or community college located in Beaufort, Jasper, or Hampton counties.*

Applicants with the desire to attend a specialized educational training program outside of the geographic requirements stated above may be considered at the discretion of the Scholarship Advisory Committee.

- D. Applicants must be pursuing a post-secondary education in a current or emerging occupational, technical, or skilled labor field; *excluding all religious and/or culinary arts training programs.*
- E. Applicant must demonstrate financial need based on the applicant's and applicant's parent(s) or guardian(s) federal tax returns for the **last two years**, and a completed FAFSA form (Free Application for Federal Student Aid)
- F. Applicant must demonstrate current and past academic achievements, along with the sincere willingness to work hard to accomplish future educational and personal goals.

APPLICATION PROCEDURE

Submit all application materials by Tuesday, April 10, 2012. Application materials should include:

- A. A completed **The R and J Matchett Scholarship Application Form** (available online at www.cf-lowcountry.org or at the Community Foundation of the Lowcountry office, high school guidance office).
- B. A copy of the applicant's most recent transcript(s) showing grades for at least the last two years.
- C. A typed essay (approximately 500 - 800 words) describing why you have chosen to pursue the educational and career field you have selected, how your experiences and achievements have led you to this decision and how this scholarship will assist you in achieving your educational, personal and future career goals. Include examples of how you have demonstrated a willingness to work hard to accomplish your current and past achievements.
- D. **Three Recommendation Forms** to be completed by an employer, family member, current teacher, or school personnel explaining the applicant's ability to successfully complete a course of study at an technical college, trade school, or community college.
- E. Each applicant must attend a personal interview with The R and J Matchett Scholarship Advisory Committee if chosen as a finalist.

SELECTION OF RECIPIENTS

- A. The Scholarship Advisory Committee shall select scholarship recipients (subject to approval by Community Foundation of the Lowcountry Board of Trustees).
- B. Scholarship funds will be awarded to cover educational costs, including but not limited to, tuition/fees, room and board, and books. Specific costs to be covered will be at the discretion of the Scholarship Advisory Committee.
- C. Scholarships are awarded without regard to race, sex, religion, age or national origin.

ANNOUNCEMENT OF SCHOLARSHIP AWARDS

- A. The Community Foundation of the Lowcountry will send an official award letter and related information to each recipient.
- B. A public announcement of scholarship recipients will be arranged by the Community Foundation of the Lowcountry.
- C. Recipients may be further recognized through Awards Day programs at their schools.

DISTRIBUTION OF SCHOLARSHIP FUNDS

- A. The Scholarship Advisory Committee or Community Foundation staff members will advise all scholarship recipients regarding how the scholarships will be paid and review the students' responsibilities to The R and J Matchett Scholarship Fund. These responsibilities include sending transcripts at end of the year, and providing notification of all address changes or changes in student status or enrollment.
- B. In accordance with the Community Foundation's policy, scholarship funds will be paid in the form of a check made payable to the college/school of the scholarship recipient. Checks will be mailed to the college/school on a pre-established date (e.g. August 1). Notification of payments will be sent to scholarship recipients.

Mail Application and Required Attachments by Tuesday, April 10, 2012 to:

**Community Foundation of the Lowcountry, Inc.
4 Northridge Drive, Suite A
Post Office Box 23019
Hilton Head Island, SC 29925-3019
Attn: The R and J Matchett Scholarship Fund**



Community Foundation of the Lowcountry, Inc.

THE R AND J MATCHETT SCHOLARSHIP APPLICATION
FOR THE 2012-13 ACADEMIC YEAR

Purpose:

The R and J Matchett Scholarship Fund was established in 2007 to assist qualified students in pursuit of a post-secondary education who plan to successfully complete a course of study in a current or emerging occupational, technical, or skilled labor field at a technical college, trade school, or community college.

Applicants must be accepted to a technical college, trade school, or community college located within a 150 mile radius of Hilton Head Island, with preference given to applicants attending a technical college, trade school, or community college located in Beaufort, Jasper, or Hampton counties. Applicants with the desire to attend a specialized educational training program outside of the geographic requirements stated above may be considered at the discretion of the Scholarship Advisory Committee.

General instructions to applicant:

All sections of this application must be completed in order to be eligible for consideration by the R and J Matchett Scholarship Advisory Committee. In addition, the following attachments are required along with your completed application:

- 1.) Certified high school transcript including SAT, ACT, and/or ASSET test scores.
2.) FAFSA (Free Application for Federal Student Aid) results.
3.) Required Essay on how this scholarship will assist you in achieving your educational, personal and future career goals.
4.) Current and last year's Federal Tax Returns for you and your parents.
5.) Recommendation Forms from 3 sources.

1. Personal Information

Full name of applicant _____ Nickname _____
Home telephone number _____ Email address _____
Present home address _____
City _____ State _____ Zip _____
Number of years lived in Beaufort County _____ Citizenship _____
Date of birth _____ Social Security Number _____
Hobbies and Special Interests: _____

2. Family Information

Mother's name _____ Father's name _____
Occupation _____ Occupation _____
Street address _____ Street address _____
City, State, Zip _____ City, State, Zip _____
Phone number _____ Phone number _____

Name and ages of siblings/other dependents. Indicate what school(s) they attend.

Table with 4 columns: Name, Relationship, Age, School or college/years attended. Includes two blank rows for data entry.

3. Education

a. Name all secondary and/or technical schools you have attended in the last five years. List the school you are presently attending first.

b. What technical college(s), trade school(s) or community college(s) would you most like to attend? Please explain your reason.

c. How many years do you plan to attend a technical college, trade school or community college and what course of study would you like to pursue?

d. What future business or educational career will you likely pursue after finishing college or completing your degree or diploma program?

e. What technical colleges/trade schools/community colleges have you applied to for admission? Please indicate acceptance status.

f. List scholarships, grants or loans for which you have applied, and check the ones you plan to use. Indicate funding amount you will receive.

Name	Amount	Indicate if you will use it
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4. Academic, athletic, service, and extra activities. Use additional pages or attach resume for sections 4a, 4b, and 4c. if needed.

a. List academic awards, achievements and dates.

b. List participation in athletic activities.

c. List your participation in community service and/or extra-curricular activities.

5. Employment History

List jobs you have held in the last three years.

Employer Dates Hours per week Position Salary

6. Your expected ANNUAL Cost - Technical College, Trade School, or Community College:

Please provide the following information for each school to which you have applied.

<i>ANNUAL EXPENSES-\$</i>	<i>College</i>	<i>College</i>	<i>College</i>	<i>College</i>
	_____	_____	_____	_____
<i>Tuition</i>				
<i>Room/board</i>				
<i>Books/supplies</i>				
<i>Clothing/personal</i>				
<i>Entertainment</i>				
<i>Transportation</i>				
Total Annual Costs				
(Less Scholarships or Grants Received)	()	()	()	()
Total Projected Costs				

7. Financial Need Summary

Complete this section regarding Estimated Combined Net Income of you, your parent(s) or guardian(s) for the current year. Please attach a copy of your and your parent's most recent Federal Income Tax statement to the back of this application form.

Name of person	Income and year	Total annual income \$\$
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_____	_____	_____
_____	_____	_____

b. Have you filed a FAFSA (Free Application for Federal Student Aid)? If so, please submit a returned copy showing your EFC (expected family contribution).

c. If you plan to attend a college or university in South Carolina have you applied for scholarship funding through the South Carolina Commission on Higher Education: Life, Hope or Palmetto Scholarship Programs?

Yes _____ No _____

If yes, please list the scholarship and the anticipated amount or award you expect to receive.

If no, please indicate why you have *not* submitted an application.

8. Transcript History

This section is to be completed by your principal or guidance counselor. Attach a certified transcript of the student's high school record to this sheet.

Ranking in senior class _____ of _____ GPA _____

Signature of principal or guidance counselor _____

I do state the above information is accurate true to the best of my knowledge.

Signature of Applicant _____ Date _____

Mail or deliver completed application by Tuesday, April 10, 2012 to:
Community Foundation of the Lowcountry
The R and J Matchett Scholarship Program
4 Northridge Drive, Suite A,
Post Office Box 23019, Hilton Head Island, SC 29925-3019



The R and J Matchett Scholarship Program Recommendation Form

SCHOLARSHIP PURPOSE

The R and J Matchett Scholarship Fund was established in 2007 to assist qualified students in pursuit of a post-secondary education who plan to successfully complete a course of study in a current or emerging occupational, technical, or skilled labor field at a technical college, trade school, or community college. In order to be eligible for consideration the applicant must meet the following criteria:

- Must be a senior scheduled to graduate in the spring of 2010 from a high school in Beaufort, Jasper, or Hampton counties in South Carolina.
- Must be a U.S. Citizen and legal resident of the above referenced counties.
- Must demonstrate financial need based on the completed FAFSA form and parents' tax returns
- Must show evidence of how they have demonstrated a willingness to work hard to accomplish their current and past achievements.

The student below is applying to the R and J Matchett Scholarship Program. This program offers scholarships to students accepted by and planning to attend a technical college, trade school or community college. Your recommendation is needed as part of the application process. **Please complete this form and return it by Tuesday, April 10, 2012 to The R and J Matchett Advisory Committee at the address listed below.**

To be Filled Out by Applicant

Name of scholarship applicant: _____

Applicant's home address: _____

School applicant will attend this fall: _____

To be Filled Out by Reference

In what capacity have you known the applicant?

_____ Student _____ Employee _____ Other (specify) _____

Please attach a separate sheet to write a recommendation for the applicant named above, keeping in mind the purpose of the scholarship program as mentioned above.

Signed _____

Title _____

Address _____

Daytime Phone _____

Return this form by Tuesday, April 10, 2012 to: The R and J Matchett Scholarship Advisory Committee
c/o Community Foundation of the Lowcountry, Inc.
4 Northridge Drive, Suite A
Post Office Box 23019
Hilton Head Island, SC 29925-3019

