

# Vincent de Paul Scholarship Program

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## THE PROGRAM

The Sisters of Charity of Leavenworth Health System has established this scholarship program to assist employees' children who plan to pursue postsecondary education in college and vocational programs. Scholarships are offered each year for full-time study at any accredited postsecondary institution of the student's choice. Awards are granted without regard to race, color, creed, religion, gender, disability, or national origin.

Vincent de Paul was born in a tiny village in France in the 16<sup>th</sup> century. He was from a family of simple, hardworking peasants. Vincent was, for all practical purposes, illiterate until the age of fifteen when he was finally sent to school. Vincent de Paul went on to found, with Louise de Marillac, the religious order known today as the Daughters of Charity, and all Sisters of Charity consider Vincent de Paul part of their roots. Vincent was devoted to the alleviation of human suffering and established several hospitals in France. Because Vincent has such strong ties to the Sisters of Charity, education, and hospitals, we have chosen to name this scholarship program after him.

This scholarship program is administered by Scholarship Management Services, a division of Scholarship America. Scholarship America is dedicated to improving access to postsecondary education for students through scholarships and educational support. Awards are granted without regard to race, color, creed, religion, sexual orientation, gender, or disability.

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## ELIGIBILITY

Applicants to the Vincent de Paul Scholarship Program must be -

- Children, under 23 years of age, of regular full-time and part-time employees of the Sisters of Charity of Leavenworth Health System or its affiliates. Such employees must be normally scheduled to work at least 32 hours per bi-weekly pay period and be employed at least one year (full-time) or have worked at least 1,000 (part-time) as of the application deadline date, and
- High school seniors or graduates who plan to enroll or students who are already enrolled in a full-time\* undergraduate course of study at an accredited two- or four-year college, university, or vocational-technical school.

*\*Full-time study is defined as full-time enrollment for the entire upcoming academic year.*

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## AWARDS

If selected as a recipient, the student will receive an award ranging from \$500 to \$3,000. Awards are not renewable, but students may reapply to the program each year they meet eligibility requirements.

Awards are for undergraduate study only.

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## APPLICATION

Interested students must complete the attached application and mail it along with a current, complete transcript of grades to Scholarship America postmarked no later than **March 1**. Grade reports are not acceptable. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken. Applicants will receive acknowledgment of receipt of their application. If an acknowledgment card is not received within three weeks, applicants may call Scholarship America to verify that the application has been received.

Applicants are responsible for gathering and submitting all necessary information. Instructions for completing the Financial Data section of the application follow. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by Scholarship America.

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## SELECTION OF RECIPIENTS

Scholarship recipients are selected on the basis of academic record, demonstrated leadership and participation in school and community activities, honors, work experience, statement of goals and aspirations, unusual personal or family circumstances, and an outside appraisal. Financial need is also considered in the selection process. Recipients must demonstrate need of \$1,000 or greater (children of full-time employees) or \$500 or greater (children of part-time employees).

Selection of recipients is made by Scholarship America. In no instance does any officer or employee of the Sisters of Charity of Leavenworth Health System play a part in the selection. All applicants agree to accept the decision of Scholarship America as final.

All Applicants will be notified in mid-April. Not all applicants to the program will be selected as recipients. Students may reapply to the program each year they meet eligibility requirements.

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## PAYMENT OF SCHOLARSHIPS

Scholarship America processes scholarship payments on behalf of the Sisters of Charity of Leavenworth Health System. Payments are made in equal installments on August 15 and December 30. Checks are mailed to each recipient's home address and are made payable to the school for the student.

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## OBLIGATIONS

Recipients have no obligation to the Sisters of Charity of Leavenworth Health System. They are, however, required to supply Scholarship America with complete transcripts and to notify Scholarship America of any changes of address, school enrollment, or other relevant information. **Recipients must provide Scholarship America with certification of completion of 80 hours of community service in the community where they attend school during the year they are scholarship recipients.**

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## REVISIONS

The Sisters of Charity of Leavenworth Health System reserves the right to review the conditions and procedures of the scholarship program and to make changes at any time including termination of the program.

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## ADDITIONAL INFORMATION

Questions regarding the scholarship program should be addressed to:

**Vincent de Paul Scholarship Program**

Scholarship America  
One Scholarship Way, P.O. Box 297  
Saint Peter, MN 56082

Telephone: (507) 931-1682

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## INSTRUCTIONS FOR COMPLETING THE FINANCIAL DATA SECTION OF THE APPLICATION

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The Financial Data section of the application should be completed by the employee. Information should be from a completed tax return or based on estimated information to be filed with the IRS.

1. **State of Residence** is the state where the parents reside and pay state income tax.
2. **Adjusted Gross Income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law.
3. **Total Federal Tax Paid** includes the total amount of **federal** income tax to be paid as reported on IRS FORM 1040. This is **not** the amount withheld from employee's paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do **not** report state income tax.
4. **Total Income** of parent(s) should be reported individually. Provide information for both natural parents, when possible. **If the student resides with only one parent**, financial information **must** be received from the employee or member of the company sponsoring the scholarship program **and** from the parent who claims the child as a dependent for tax purposes. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or claims the student as a dependent, or the student is included in the spouse's benefit plan. **If necessary, two Financial Data sections may be submitted by the student.** A copy of the Financial Data section may be made in order for one to be completed by each parent.
5. **Untaxed Income and Benefits** include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.
6. **Medical and Dental Expenses** include only those expenses not paid by insurance. Do not include premium payments.
7. **Total Cash, Checking, Savings, Cash Value of Stocks, etc.**, include liquid assets that can be used for educational expenses. **Do not include** IRA, 401K, or other retirement plan funds.
8. **Total Number of Family Members** living in the household and primarily supported by the reported income includes dependent college students living away from home.
9. **Marital Status** is the current status of the person from whom the financial information is submitted.
10. **Total Number of Family Members Attending College** includes all family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Be sure to include the applicant in this number.

**NOTE:** Any exceptions to providing financial information as instructed above must be submitted to Scholarship America in writing.