SCHOLARSHIP PACKET INSTRUCTIONS

APPLICATIONS ARE DUE MARCH 31, 2022

Thanks for taking the time to apply for the Philo scholarship. All information shared is confidential and reviewable by the Philo Scholarship Committee members only.

Step 1 – An Essay About You
☐ Write an essay (250-500 words) about you. Share your personality, motivation, enthusiasm, and communication skills. Include elements of your background, leadership, and both volunteer and paid work experiences. Share about you and why you should be selected.
☐ Email to janice.marchman.co@gmail.com.

Step 2 – Online Application (takes 30 minutes at one time)
☐ Complete the online scholarship application, supplying all the information requested.
  ☐ Your monthly income
  ☐ Your household annual income, including spouses, parents, and contributing partners
  ☐ Projected annual tuition for your program for school year 2022-2023
  ☐ Your requested amount of scholarship for school year 2022-2023 (between $500 - $3000)

Please note: you must complete the online application in one sitting. You cannot save it and come back. Make sure you have the information above before starting the application. It should take you 30 minutes or less.

Step 3 – If new to your program in 2022-2023, Transcript or GED Proof and Copy of Official Acceptance Letter
☐ Submit an official high school transcript or proof of G.E.D if earned within the last five years.
☐ Submit a copy of your official acceptance letter for your program for the school year 2022-2023.
☐ Email both to janice.marchman.co@gmail.com.

Please note: applicants who are continuing their programs from the school year 2021-2022 skip this step.

Step 4 – If continuing your program in 2022-2023, College Transcript
☐ Submit an official college transcript from the school year 2021-2022.

Please note: applicants who are beginning their programs for the school year 2022-2023 skip this step.

Step 5– Two (2) Recommendation Letters.
☐ Recommendation letters may be from a teacher, employer, neighbor, clergy person, or some other important person. Please do not choose a relative or anyone you are living with.
☐ When requesting a recommendation letter, please let the person know to include the following information in their letter:
  1) Length of time they have known you;
  2) Their relationship to you;
3) Their observations and experiences about your: (a) character; (b) ambitions, (c) background; (d) an assessment of the likelihood of success in your chosen field, (e) any additional information that would be helpful to the selection committee; 
4) The recommender can either email directly to the scholarship committee or to you and you forward it to the scholarship committee. Please email to: janice.marchman.co@gmail.com.

Please make sure all parts of the application are submitted by March 31, 2022:

Interviews— April 13 and 14
   Questions: Email Janice Marchman at janice.marchman.co@gmail.com