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***2019-2020 Undergraduate Scholarship and  
Leadership Development Program***

***Policies and Criteria***

***Application Forms can now be submitted online  
with exception as noted***

***Application and Required Documents  
Deadline is Friday, March 15, 2019***

For questions, please contact Tamela Harsha at (580) 237-4433 or at [scholarships@pulf.org](mailto:scholarships@pulf.org).



## *Policies and Criteria*

The Phillips University Legacy Foundation (Legacy Foundation) is pleased to offer an undergraduate scholarship and leadership development program to students who are pursuing a Baccalaureate Degree and attending a college or university as listed in the current Yearbook & Directory of the Christian Church (Disciples of Christ) – See page 3 of this packet for current list. The purpose of this program is to perpetuate the mission and the legacy of Phillips University by helping educate students who will be future Christian leaders. Phillips University Legacy Foundation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

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**Before proceeding with your application, please read the following information:**

1. **Application** – A completed application will include:
  - ✓ Completed Application Form Online - Part 1 & 2
  - ✓ Résumé of Accomplishments (including Leadership Summary Statement)
  - ✓ Three Personal References
  - ✓ Education Records Required
    - Incoming Freshmen Applicants – Furnish a copy of your Letter of Acceptance of Admission from the college/university to which you will be attending.
    - Applicants with college credits – Official transcripts from all institutions attended showing all work completed through December, 2018.
    - All Applicants – Official transcript(s) from high school.
    - All Applicants – ACT/SAT scores sent from your school or the ACT/SAT office(s). Some high schools do not send test scores with transcripts, so please check when you request your transcript. If your high school does not, you can request your scores on-line.  
ACT: <http://www.actstudent.org/scores/send> - Phillips University Legacy Foundation's ACT Code is 6964.  
SAT: <http://sat.collegeboard.org/scores/send-sat-scores> - Phillips University Legacy Foundation's SAT Code is 7922.
- ✓ ***Each official document must be mailed by the school and/or organization to the Legacy Foundation by March 15, 2019.***

***Incomplete applications cannot be considered for scholarships.*** We cannot notify applicants of what is missing from their applications, but we do encourage you to contact us at any time to make sure your materials have arrived. ***All of the materials listed above must be submitted to the Phillips University Legacy Foundation by the March 15, 2019 11:59 pm CT deadline.***

**Documents that are to be mailed must be postmarked no later than March 15, 2019.** Consideration will be given to all information included with the completed application. **We also recommend that all applicants print a copy of their completed application and all supporting documentation.**

2. **Reference Forms** – These fillable PDF forms are a downloadable part of the Legacy Foundation on-line application. You may email them to whomever you choose. [Form A is to be completed by your pastor or a lay church leader.](#) *In the event the applicant is the child or spouse of the pastor, or a pastor is not available, the form should be completed by another minister or a lay Church leader who knows the applicant well.* [Form B is to be completed by a current or former teacher](#) and [Form C is to be completed by another person, not a relative or fellow student, who knows you well.](#) Each reference is to seal the form in an envelope with their signature across the seal and return it to the applicant or mail them directly to the Legacy Foundation. Applicant or Reference(s) is/are to submit these forms by mail and must be postmarked no later than March 15, 2019.
  
3. **Scholarship Amount Terms** – The amount of the scholarship will vary depending on student qualifications, ability to follow all instructions in this application, and available funds. Receipt of a scholarship is limited to a maximum period of eight semesters and a maximum amount of \$6,500 per year. Recipients into the scholarship and leadership development program will be known as Phillips Legacy Scholars.  
Scholarship amounts awarded to renewal Scholars are also dependent on their Volunteer Service Project, Leadership Conference attendance and participation, and their ability to meet deadlines throughout the year as outlined by the Legacy Foundation. Therefore, renewal Scholars may be awarded different amounts on a year-to-year basis.
  
4. **Enrollment Requirements** – A scholarship recipient must be enrolled full-time (minimum of 12 hours per semester), pursuing a Baccalaureate Degree and attending a Christian Church (Disciples of Christ) private college/university as listed in the current Yearbook & Directory of the Christian Church (Disciples of Christ). Eligible institutions are as follows:

Barton College	Wilson, NC	<a href="http://www.barton.edu">www.barton.edu</a>
Bethany College	Bethany, WV	<a href="http://www.bethanywv.edu">www.bethanywv.edu</a>
Chapman University	Orange, CA	<a href="http://www.chapman.edu">www.chapman.edu</a>
Columbia College	Columbia, MO	<a href="http://www.ccis.edu">www.ccis.edu</a>
Culver-Stockton College	Canton, MO	<a href="http://www.culver.edu">www.culver.edu</a>
Drake University	Des Moines, IA	<a href="http://www.drake.edu">www.drake.edu</a>
Drury University	Springfield, MO	<a href="http://www.drury.edu">www.drury.edu</a>
Eureka College	Eureka, IL	<a href="http://www.eureka.edu">www.eureka.edu</a>
Hiram College	Hiram, OH	<a href="http://www.hiram.edu">www.hiram.edu</a>
Jarvis Christian College	Hawkins, TX	<a href="http://www.jarvis.edu">www.jarvis.edu</a>
Midway University	Midway, KY	<a href="http://www.midway.edu">www.midway.edu</a>
Northwest Christian University	Eugene, OR	<a href="http://www.nwcu.edu">www.nwcu.edu</a>
Texas Christian University	Fort Worth, TX	<a href="http://www.tcu.edu">www.tcu.edu</a>
Tougaloo College	Tougaloo, MS	<a href="http://www.tougaloo.edu">www.tougaloo.edu</a>
Transylvania University	Lexington, KY	<a href="http://www.transy.edu">www.transy.edu</a>
University of Lynchburg	Lynchburg, VA	<a href="http://www.lynchburg.edu">www.lynchburg.edu</a>
William Woods University	Fulton, MO	<a href="http://www.williamwoods.edu">www.williamwoods.edu</a>

It is not a requirement that recipients attend a church that is affiliated with the Christian Church (Disciples of Christ).

5. **GPA Requirements** – based on a 4.0 scale, are as follows:

- ✓ First semester            2.5 GPA
- ✓ Third semester            2.8 cumulative GPA
- ✓ Fifth semester            3.0 cumulative GPA

*Failure to achieve these requirements may result in the student being ineligible for reapplication.*

6. **Annual Leadership Development Conference** – All 2019-2020 Phillips Legacy Scholars will be the guests of the Legacy Foundation at an annual four day Leadership Development Conference, the **dates are to be determined and will be announced for 2019.** The purpose of each Conference is to provide substantive educational, personal and professional development opportunities that will enhance the growth and development of the Scholars' individual, group leadership and life-building skills. ***All Legacy Scholars are required to attend this event.*** The only exceptions made regarding attendance are for serious personal illness, death of an immediate family member or study abroad for the Fall semester. (Scholar must inform the Legacy Foundation in advance regarding study abroad). The location will be announced before the beginning of the Fall 2019 semester. The Legacy Foundation will pay for transportation, lodging, meals and all Conference program costs.

7. **Volunteer Service Project** – All 2019-2020 Phillips Legacy Scholars are required to perform a volunteer service project of his/her choice at a church, hospital, social or community service organization, outreach program of the college/university, or a public/private school. The service project is intended to be of benefit to others and provide the Scholar with opportunities to gain leadership experience. Renewal Scholars are required to perform at least 40 hours of volunteer work in the 2019 calendar year. **First year Scholars are not required to perform a volunteer service project for the 2019 calendar year. First year Scholars will receive additional information on the Volunteer Service Project guidelines and reporting processes at the 2019 Leadership Conference.**

8. **Letter of Acceptance/Transfer Policy** – Freshmen applicants must submit a Letter of Acceptance from the Christian Church (Disciples of Christ) institution(s) to which you have been accepted. For Sophomore, Junior and Senior applicants, your transcript will indicate your acceptance to that Christian Church (Disciples of Christ) institution in which you are enrolled. Scholarships **will not be transferable** to another institution unless you notify us of your change of plans by July 12, 2019. Transfer approval will be given on a case-by-case basis and the transfer must be to another Christian Church (Disciples of Christ) college/university as listed on page 3.

9. **Portrait** – By no later than May 15, 2019, all Phillips Legacy Scholars are required to submit to the Legacy Foundation one color portrait (head and shoulder shot on a neutral background) that is produced by a professional photographer. The Scholars' photos are featured in promotional publications utilized by the Legacy Foundation to expand the Scholarship and Leadership Development Program, so it is essential that these photographs be professional. **Strict portrait specifications** are emailed to all approved Scholars.

10. **Selection Process** – A committee will select recipients and set scholarship amounts. Phillips Legacy Scholars are emailed notification of the award decisions no later than **April 20, 2019.**

11. **Renewable Scholarships** – Scholarships are *not* automatically renewable each year. To be eligible to renew a scholarship, a Scholar must:
- ✓ Submit a professionally produced photograph that conforms to the Legacy Foundation guidelines by the stated deadline.
  - ✓ Attend the Leadership Conference as outlined in Section 6.
  - ✓ Maintain academic standards as listed in Section 5.
  - ✓ Submit a current official college/university transcript by the stated deadline.
  - ✓ Complete all requirements for the Volunteer Service Project by the stated deadlines.
  - ✓ Submit a complete Renewal application and related attachments on-line by the stated deadline.
12. **Scholarship Checks** – The Legacy Foundation scholarship checks are made payable directly to the Financial Aid Office at the college/university. Each Scholar's Fall semester check will be mailed (mid-August) after we have received his/her *Contact Information* form which provides the Scholar's college/university (mailing address, campus phone number, cell phone number and campus email address). All Scholars will receive this form during the summer. The check will be sent for the Spring semester after we have received all applicable Volunteer Service Project Proposal form(s) (which are due Friday, **January 10, 2020**). The scholarship can be applied to tuition, books, room and board, lab fees and similar educational expenses incurred within the college/university.

*Scholarship monies awarded in connection with the Phillips University Legacy Scholarship and Leadership Development Program are considered merit-based financial aid and, as such, are awarded without regard to the recipient's financial need. The award is not intended to limit, replace or reduce any of the recipient's other aid eligibility and may exceed the student's need-based financial aid. The scholarship can be applied to tuition, books, room and board, lab fees and similar education expenses incurred within the college/university.*

**Application Deadline & Contact Information** - Any materials submitted or postmarked later than March 15, 2019 cannot be considered. We are aware our application process requires considerable time. We appreciate the efforts of the applicants to meet the deadlines and supply the information we need to make scholarship decisions. **Please contact Tamela Harsha at (580)237-4433 or at [scholarships@pulf.org](mailto:scholarships@pulf.org) if you have any questions about the application process.**

**Applicable documents should be mailed to:**

Phillips University Legacy Foundation  
2615 East Randolph  
Enid, OK 73701

**Incomplete applications cannot be considered.**