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## 2023-2024 Undergraduate Scholarship and Leadership Development Program *Program Policies and Criteria*

The purpose of this program is to perpetuate the mission and the legacy of Phillips University by developing leaders who will transform the world. To that end, the Phillips University Legacy Foundation (Legacy Foundation) is pleased to offer the Undergraduate Scholarship and Leadership development program to students who are pursuing a Baccalaureate Degree full-time and attending a college or university as listed in the current Yearbook & Directory of the Christian Church (Disciples of Christ) and as listed in this document.

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### 1. Key Dates for the 2023 – 2024 Application Season

- January 9th, 2023 – Applications Available
- March 24th, 2023 – Applications & References Due; Official Transcripts Postmark Deadline
- April 21st, 2023 – Scholarship Recipients Contacted

### 2. Application & Scholarship Requirements

- Application Requirements

Other than official transcripts sent directly from your institutions, the application itself is entirely online. The application primarily consists of:

- General Information, Three References & An Updated Resume
- Essay and Short Answer Questions
- College or university acceptance letter (1<sup>st</sup> year applicants only)
- Educational Records Required:
  - Incoming Freshmen/First-Year 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 complete through the previous December or semester, whichever one is more recent. Additionally, you will be asked to upload a student copy of your transcript.
  - All New Applicants – Official unweighted transcript(s) from high school. Additionally, you will be asked to upload an unofficial copy of your transcript.

- Educational Records - the online application requires that unofficial copies of all educational records be submitted online with an attachment. Official transcripts must also be emailed to [scholarships@pulf.org](mailto:scholarships@pulf.org) or mailed physically to the Legacy Foundation and postmarked by the deadline.

- ### 3. Deadlines - ***The deadline is March 24<sup>th</sup>, 2023. Incomplete applications cannot be considered by the committee.*** This means that the online application, external references and all educational records must be submitted, received and/or postmarked by the application deadline. Please review the online application carefully to ensure that all sections are answered. The Foundation cannot notify applicants

of what is missing from their applications, but does encourage applicants to email questions to [scholarships@pulf.org](mailto:scholarships@pulf.org).

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	Drake University	Bushnell University
Bethany College	Drury University	Texas Christian University
Bushnell University	Eureka College	Tougaloo College
Chapman University	Hiram College	Transylvania University
Columbia College (MO)	Jarvis Christian College	University of Lynchburg
Culver-Stockton College	Midway University	William Woods University

5. **Selection Process** – The Undergraduate Scholarship Committee will select recipients and set scholarship amounts. All applicants are emailed notification of award decisions in late April.
6. **Scholarship Amount Terms** – The amount of the scholarship will vary depending on student qualifications, and availability of funds. Receipt of a scholarship is limited to a maximum period of eight semesters and a maximum amount of \$8,500 per year.

7. **Scholarship & Program Requirements**

- **General Program Information** – the Undergraduate Legacy Scholars program includes not only a scholarship but opportunities for leadership development, service, growth and community. The two key components of the program are the Annual Leadership Development Conference and the Volunteer Leadership Project. Both are required and details are below.
- **Annual Leadership Development Conference** – All Undergraduate Legacy Scholars attend the annual four-day Fall Leadership Development Conference held each fall usually from Thursday evening through Sunday afternoon, not including travel time. The purpose of each Conference is to provide substantial opportunities for exploring, developing and strengthening leadership skills and to do so in a community setting with fellow scholars, mentors and staff. **The weekend and dates will be announced the preceding summer.**
  - **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 Annual Conference travel, housing, meals and program costs on site are fully funded. Participants must arrange their own travel to and from the airport.
- **Volunteer Leadership Project** – each year, Legacy Scholars engage in a volunteer leadership project of his or her choice with the goal of making an impact in their community while putting into practice critical leadership skills. Among the requirements, projects require scholars to have a sponsoring organization or mentor, to clearly name the project’s goals and the leadership experience and to include minimum 40 hours of planning and involvement. **First year Legacy Scholars are not required to have a volunteer leadership project for their first fall semester**

**and will receive additional information on project guidelines at the Leadership Conference.**

- **Program Requests & Portrait** – By no later than **June 1<sup>st</sup> of each year** 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.

8. **Transfer Policy** –Scholarships **will not be transferable** to another approved institution unless scholars notify the foundation in writing by August 1<sup>st</sup> of that semester. Transfer approval will be given on a case-by-case basis.

9. **Renewal Requirements**

The scholarship program is renewable throughout the Legacy Scholar's undergraduate career, but do not renew automatically. Scholarship renewals awarded to returning Legacy Scholars are dependent on multiple factors including, but not limited to: a completed renewal application, a successful holistic academic performance, active participation in all elements of the program, leadership growth throughout the year and the ability to meet all Foundation deadlines. Renewal scholarship amounts may vary.

*Ongoing GPA Requirements – **Once accepted to the program, semester GPA requirements** based on a 4.0 scale, are **listed below**. Failure to achieve these requirements may result in the scholar being ineligible for reapplication.*

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

10. **Scholarship Amount Terms** – The amount of the scholarship will vary depending on student qualifications, and availability of funds. Receipt of a scholarship is limited to a maximum period of eight semesters and a maximum amount of \$8,500 per year.

11. **Scholarship Checks** - Each Legacy Scholar's semester check will be sent electronically (mid-August and mid-January) after we have received all required information. 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.*

12. **Statement of Non-Discrimination** - 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.