



PI BETA PHI FOUNDATION

ALUMNAE CONTINUING EDUCATION SCHOLARSHIP APPLICATION GUIDELINES 2009-2010 Academic Year Application Deadline: January 31, 2009

Eligibility and Award Criteria

Applicants must have been out of school more than two academic years prior to application year. Applicants must have a 3.0 minimum undergraduate or graduate GPA (unless otherwise noted). Applicants must also have a record of service to Pi Phi, campus and community. Applicants may be planning a course of study to enhance career qualifications at a career, vocational or technical school as well as at a college or university. To be considered for an Alumnae Continuing Education Scholarship, you must be a dues-paying alumna member of Pi Beta Phi Fraternity. If you do not live in a club area, international dues must be sent to Pi Beta Phi Headquarters. Only completed applications will be considered for a Pi Beta Phi Foundation Alumnae Continuing Education Scholarship. ACE Scholarship applicants are not eligible for graduate fellowships. Applications will be reviewed by a scholarship committee composed of qualified alumnae appointed by the Foundation Board of Trustees.

Application Procedure

Complete the scholarship application form and send your entire application package to the Pi Beta Phi Foundation, 1154 Town & Country Commons Drive, Town & Country, Missouri 63017. All application materials must be received in one envelope postmarked by January 31, 2009. A complete application package consists of the following:

- Application Form — complete all questions by typing or using black ink and sign the form; you may use a separate sheet of paper if additional space is needed
- Financial Disclosure Form — both the background financial information and budget information must be complete and accurate (two pages)
- Undergraduate Transcript — should include cumulative GPA (official or unofficial accepted)
- Graduate Transcript — if applicant has already begun graduate program (official or unofficial accepted)
- Employment History — your past five-year employment record. Include type of job(s), dates employed and indicate whether job(s) have been full-time or part-time and permanent or temporary
- Volunteer Service — your present and past volunteer service. Include name of organization, type of service, duties, dates of service and amount of time given per month
- Proposed Program of Study — your specific objectives in your chosen study program, the name of the institution, number of hours you plan to carry, whether the institution will consider you a part-time or full-time student, your financial need and your explanation of how the grant will help you reach your goal
- Three Current Recommendations — one recommendation must be from a member of Pi Beta Phi; the other two should be from academic faculty members, administrators, professionals or employers. Recommendations should remain strictly confidential. Writers of letters of recommendation must seal and sign envelope flap to ensure confidentiality. Unsealed and unsigned envelopes will result in disqualification of the entire application.

Verification of Receipt

It is strongly suggested that applications be sent by certified mail, return receipt requested. Foundation office staff does not notify applicants of receipt of application. Staff will respond to e-mail inquiries from applicants who want to verify receipt.

Deadline

Completed application packages are to be postmarked no later than January 31. Only timely and complete applications will be considered. Receipt of materials preferred as follows: flat (not folded) with NO staples. It is the applicant's responsibility to see that all supporting materials and references meet the postmark deadline. Applications will be disqualified if all materials do not meet the postmark date.

Notification and Conditions of the Award

A notification letter will be sent to each applicant in April. Application materials will not be returned to applicants. Scholarship money will be sent directly to the financial aid office of the recipient's school at the beginning of the fall term of the 2009-2010 academic year. (Note: No funds will be disbursed prior to August 15, 2009.) Scholarship funds may be used for academic expenses only.



PI BETA PHI FOUNDATION

ALUMNAE CONTINUING EDUCATION SCHOLARSHIP APPLICATION

2009-2010 Academic Year

Name: _____ Date of birth: _____

Address: _____

Telephone: () _____ E-mail: _____

Chapter: _____ Initiation date: _____

College/university attended: _____

Dates attended: _____ GPA: _____

Degree(s) and date(s) received: _____

College/university attended: _____

Dates Attended: _____ GPA: _____

Degree(s) and date(s) received: _____

Alumnae Club: _____ No club available: _____

Region: _____ Years of membership: _____

List offices held in club or service rendered to club: _____

Club president's name: _____

Club president's signature: _____

Club president's address: _____

In order for application to be considered, please include the following items:

- _____ Financial Disclosure Form provided by the Foundation (two pages)
- _____ Undergraduate transcript with cumulative GPA (official or unofficial accepted)
- _____ Graduate transcript if applicant has already begun graduate program (official or unofficial accepted)
- _____ Employment History — your past five-year employment record. Include type of job(s), dates employed and indicate whether job(s) have been full-time or part-time and permanent or temporary
- _____ Volunteer Service — your present and past volunteer service. Include name of organization, type of service, duties, dates of service and amount of time given per month
- _____ Proposed Program of Study — your specific objectives in your chosen study program, the name of the institution, number of hours you plan to carry, whether the institution will consider you a part-time or full-time student, your financial need and your explanation of how the grant will help you reach your goal
- _____ Three current recommendations — one from a member of Pi Beta Phi; the other two from academic faculty members, administrators, professionals or employers

I am willing to write a brief report of my academic progress at the end of the school year. I understand that this scholarship can be used for tuition, fees and books only and agree to so use.

Signature of Applicant

Date



PI BETA PHI
FOUNDATION

SCHOLARSHIP RECOMMENDATION GUIDELINES
2009-2010 Academic Year

Type of award: _____ Undergraduate _____ Graduate fellowship _____ Alumnae Continuing Education

Type of recommendation: ___ AAC Member ___ Pi Beta Phi Member ___ Academic/Administrator/Professional/Employer

Applicant: _____ Major: _____

E-mail: _____ Phone: _____

The above applicant is applying for a Pi Beta Phi Foundation scholarship/fellowship. A requirement of the application process is the procurement of letters of recommendation from individuals familiar with the applicant's academic progress, campus and community service, and/or financial status, on which selection is dependent. Please give your candid opinion of the applicant's capability and potential using the following as guidelines for your recommendation. Submit written responses on a separate page attached to this form. Verbal/phone recommendations cannot be accepted.

1. In what capacity have you known the applicant and for how long?
2. In comparison with other students you have known in a similar capacity, please attest to the applicant's scholastic ability and achievement.
3. If known, please describe the student's commitment to and performance of volunteer service to her community, campus and Pi Beta Phi.
4. If known, please describe the student's financial need for a scholarship and how that need would be alleviated by such an award.
5. Please include additional information which you feel would be helpful to the selection committee.

Name: _____

Position or Title: _____

E-mail: _____ Phone: _____

Signature: _____ Date: _____

Application and supporting materials are to be postmarked no later than January 31, 2009. Please enclose this form and your recommendation in a sealed envelope with your signature across the flap and return it to the individual applying for the scholarship. Applications will be disqualified if recommendations are not confidential.



PI BETA PHI FOUNDATION

FINANCIAL DISCLOSURE FORM

2009-2010 Academic Year

Page 1 of 2

Please include this form with all Foundation scholarship and fellowship applications. Please type or use black ink. Information requested pertains *only to the applicant's personal financial situation*. Financial information should be relevant to the 2009-2010 academic year.

Name: _____

Social Security Number: _____

Type of Award:

Undergraduate Graduate fellowship Alumnae Continuing Education

ASSETS

Cash on hand and in banks: \$ _____

Loans: \$ _____

Grants: \$ _____

Other (please specify types and amounts): _____

INCOME

Full-time job: \$ _____

Part-time job: \$ _____ Hours worked per week: _____

Interest, dividend income: \$ _____

Other income (please specify types and amounts, e.g. alimony): _____

LIABILITIES

Notes payable: \$ _____

Rent due: \$ _____

Taxes due: \$ _____

Other liabilities (please specify types and amounts): _____



PI BETA PHI FOUNDATION

FINANCIAL DISCLOSURE FORM

2009-2010 Academic Year

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Budget Information

Expected resources per academic year

Personal contribution (from work):

\$ _____

Personal contribution (from savings):

\$ _____

Parent/family/spouse contribution:

\$ _____

Employer-provided educational aid:

\$ _____

College/university awards:

(specify names and amounts)

Outside awards:

(specify names and amounts)

Loans:

(specify names and amounts)

Total resources: \$ _____

Expenses per academic year

Tuition:

\$ _____

Fees (e.g. lab, studio):

\$ _____

Books/instructional materials:

\$ _____

Room and board:

\$ _____

Other related expenses:

(specify types and amounts)

Total expenses: \$ _____

Signature _____

Date _____