



PI BETA PHI FOUNDATION

GRADUATE FELLOWSHIP APPLICATION GUIDELINES

2009-2010 Academic Year

Application Deadline: January 31, 2009

Eligibility and Award Criteria

Applicants must have graduated no more than four 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 must be planning full-time graduate work in a chosen field at an accredited college, university or technical / professional school. To be considered for a graduate fellowship, 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. (The dues you pay as a graduating senior include your first year's international alumna dues.) Only completed applications will be considered for a Pi Beta Phi Foundation Graduate Fellowship. Graduate fellowship applicants are not eligible for Alumnae Continuing Education scholarships. Applications will be reviewed by a scholarship committee composed of qualified alumnae appointed by the Foundation Board of Trustees.

Application Procedure

Complete the graduate fellowship 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
- Personal Letter of Introduction — a 500-750 word statement which must include a statement of need and reasons for pursuit of a graduate degree
- 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.

Personal Letter of Introduction Guidelines

Please write a maximum of 500-750 word statement on one or two separate pages, typed or computer generated and double spaced. Suggested topics for your personal letter of introduction include: academic accomplishments, involvement in Fraternity activities, campus and community service, reasons for applying for this fellowship, any personal or financial hardships you may be facing, career and vocational goals and the impact Pi Beta Phi has had on your life.

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. Graduate fellowship money will be sent directly to the financial aid office of the recipient's university/college at the beginning of the fall term of the 2009-2010 academic year. (Note: No funds will be disbursed prior to August 15, 2009.) Graduate fellowship funds may be used for academic expenses only.



PI BETA PHI
FOUNDATION
GRADUATE FELLOWSHIP APPLICATION
2009-2010 Academic Year

Name: _____ Date of birth: _____

Permanent address: _____

_____ Telephone: () _____

School address: _____

_____ Telephone: () _____

Chapter: _____ Initiation date: _____ E-mail: _____

College/University attended: _____ Dates attended: _____

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

Average GPA (use the following to calculate) = $[(A) \times (B) / (B + D)] + [(C) \times (D) / (B+D)] =$ _____

(A) Undergrad GPA ____ (B) Undergrad Hours ____ (C) Graduate GPA ____ (D) Graduate Hours ____

Graduate study to be pursued: _____

School: _____ Department: _____

Entrance and completion dates: _____ Hours scheduled per semester: _____

Alumnae Club: _____ No club available: _____

Pi Phi service or involvement as an alumna: _____

Pi Phi service or involvement as a collegian: _____

Service to campus: _____

Service to community: _____

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
- _____ Personal letter of introduction with statement of need and reasons for pursuit of a graduate degree
- _____ 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 graduate fellowship can be used for tuition, fees and books only and agree to so use.



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.



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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 _____