

# Community Foundation

## FOR SOUTHEAST MICHIGAN

### CHERYL WOJTAS MEMORIAL SCHOLARSHIP PROGRAM

*A Scholarship Program of the Community Foundation for Southeast Michigan*

#### SUMMARY

The purpose of the Fund is to provide educational scholarships that benefit students graduating from the Port Huron Area Schools and the Gaylord Community Schools.

The scholarship materials are available in the high school counseling offices of the Port Huron Area Schools and the Gaylord Community Schools and also available on the Community Foundation for Southeast Michigan Website at <http://cfsem.org/scholarships>.

The application deadline for this scholarship program is March 15<sup>th</sup> each year.

#### BACKGROUND

The Cheryl Wojtas Memorial Scholarship Fund is a permanent endowment fund that creates a legacy to Cheryl's life-long commitment to education. It will provide scholarships to the graduates she cared so deeply for from the two school districts at which she spent her career.

The Cheryl Wojtas Memorial Scholarship Fund will provide a two scholarship awards: one for a graduating student of the Port Huron Area Schools and one for a graduating student of the Gaylord Community Schools. Both of the awards will be one-time-only, and will be for the recipient's Freshman year of attendance. Recipients must be enrolled full-time at a nonprofit post-secondary trade school, college or university and demonstrate financial need. Award payments will be made to the Financial Aid Office, or its equivalent, of the educational institution in the name of the recipient. Payments are limited to tuition and fees, books and supplies and room and board expense.

#### WHO MAY APPLY?

Graduating seniors from the Port Huron Area Schools and the Gaylord Community Schools.

Employees of the Foundation, Port Huron Area Schools, and the Gaylord Community Schools, members of the Board of Trustees of the Foundation, and their dependents, members of the selection committee and their dependents, the Founder, dependents of the Founder and/or lineal descendants of Founder's grandparents are ineligible for scholarship consideration.

#### WHAT ARE THE CRITERIA FOR SELECTION?

- Plans to pursue a post-secondary education as a full-time student in a degree program at a vocational school or at a college or university that is tax-exempt under 501 (c) (3) of the Internal Revenue Code of 1986, as amended
- Demonstrated financial need
- All awards will be made without regard to race, creed, color, religion, national origin, sexual orientation or sexual identification.

## WHAT ARE THE AWARD CONDITIONS?

- Application or acceptance as a full-time student at an accredited educational institution in the United States.
- Recipients must enroll full-time at a nonprofit post-secondary trade school, college or university.
- If an award recipient withdraws from the educational institution, the award will be cancelled and the unspent portion will be returned to the Community Foundation.
- If a recipient chooses to enroll at a different educational institution than originally indicated, they may use the scholarship at any of the other public or private colleges or universities that are tax exempt under 501(c)(3) of the Internal Revenue Code.
- All Cheryl Wojtas Memorial Scholarship winners are required to submit an academic transcript at the end of their year of award.

## HOW WILL SCHOLARSHIP AWARD PAYMENTS BE MADE?

- Award payments will be made on behalf of the recipients to the Financial Aid Office, or its equivalent, of the educational institution in the name of the recipient. Payments are limited to tuition and fees, books and supplies and room and board expense.
- Award payments will be made as soon as the (1) recipient has signed and returned the Terms of Grant Agreement to the Community Foundation, (2) the recipient has notified the Community Foundation of the eligible university in which they plan to enroll, (3) the university has verified enrollment and (4) the university has verified that it will not reduce previously awarded grant/scholarship aid as a result of this award, unless required by federal or state law.
- Awards are subject to state and federal income guidelines.

## ARE AWARDS RENEWABLE?

- The Cheryl Wojtas Memorial Scholarship is a one-time award for the recipient's Freshman year of attendance.

## HOW DO I APPLY?

- Get the Scholarship Application Form from your high school counseling office or from the "Common Forms for Applicants" at <http://cfsem.org/scholarships>.
- Complete the Scholarship Application Form and submit it to your high school counseling office.
- Request a copy of your high school transcript to the scholarship committee. Your senior year first semester grades and standardized test scores must be included on your transcript.
- Request that your counselor or one of your teachers complete the recommendation form on your behalf.
- You are responsible for seeing that all materials are postmarked or submitted to your high school counseling office on or before the school's deadline.
- Applications that are not complete by the deadline will not be considered.

If you need additional information or materials, please contact the Community Foundation for Southeast Michigan at (313) 961-6675 or [scholarships@cfsem.org](mailto:scholarships@cfsem.org)