

Dear Applicant,

The process to apply for a Trinity Health Foundation scholarship is identified below. This process gives all applicants an equal opportunity in becoming a recipient of a Foundation scholarship. It also insures the Foundation Board of Directors receives similar information from all the applicants during the selection period.

1. All applicants must complete the application **in full** and deliver or mail the application to the Foundation Office. Applications must be **received** (not postmarked) on or before **April 9, 2010**. Incomplete applications will not be considered by the review committee.
2. All applicants must submit an **official transcript**, whether high school or college. Each applicant is responsible for arranging the forwarding of his or her own transcripts to the Foundation Office by the date listed above.
3. Applicants are required to submit a minimum of **three** references, as described in the application. Three reference forms are enclosed. Applicants are responsible for distribution of the reference forms that are due in the Foundation Office on the date specified above.
4. Applicants must complete a personal goals inventory form and submit that information by the date described.

**Applicants who fail to follow the process as outlined, will be considered ineligible for a scholarship award.**

All application materials will be reviewed at the time they are received. The Trinity Health Foundation Scholarship Committee will prioritize all applicants based upon academic merit, leadership, career objectives, personal references, and financial need. The Trinity Health Foundation Board of Directors will then select the scholarship recipients. Scholarship winners will be made known by early June 2010.

All scholarship awards will be applied to both the first and second semester tuition expenses for the 2010-2011 academic year. For example, a \$1,000 scholarship would be administered in this fashion; \$500 would be awarded for the first semester in the fall and \$500 would be awarded for the second semester **upon receipt of first semester's grade report**. All scholarship funds are paid directly to the college or university. Copies of grade transcripts must be forwarded, at the student's request, to the Foundation Office at the time of the initial application and before the second semester. Receipt of transcripts by the Foundation is an absolute prerequisite, before the release of funds.

If you have any questions about the application process, please feel free to contact Carol Grannon at 515-574-6794 between 8:00 a.m. and 4:30 p.m., Monday through Friday. Thank you.