

Dear Applicant,

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

1. All applicants must complete the application **in full** and deliver or mail the application to Trinity Foundation. Applications must be **received** (not postmarked) **on or before March 15th**. Incomplete applications will not be considered by the review committee.
2. All applicants must submit an **official transcript**, whether high school or college.
3. Applicants are required to submit a minimum of **three** references, as described in the application. Applicants are responsible for distribution of the reference forms that are due to Trinity Foundation 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. Trinity Foundation Scholarship Committee will prioritize all applicants based upon academic merit, leadership, career objectives, and personal references. Trinity Foundation Board of Directors will then select the scholarship recipients. Scholarship recipients will be notified by mail in June of each year.

All scholarship awards will be applied to both the first and second semester tuition expenses for the 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 Trinity Foundation at the time of the initial application and before the second semester. Receipt of transcripts by Trinity Foundation is an absolute prerequisite, before the release of funds.

If you have any questions about the application process, please feel free to contact Trinity Foundation at 515-574-6509 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Thank you.