



THE STEPHEN PHILLIPS MEMORIAL SCHOLARSHIP FUND
INSTRUCTIONS FOR RENEWAL APPLICATION
Applications Accepted
February 1st through April 1st (postmarked deadline)

2008
2009

- The **basic requirements** for a renewal scholarship to be considered:
 1. 2.5 GPA on a 4.0 scale is maintained
 2. Financial need has not decreased substantially
 3. All required information is submitted on time
- Per our IRS regulations, consideration and renewal of your award is not automatic or guaranteed, but depends on continued financial eligibility, acceptable academic performance, timeliness, and completeness of the application.
- In some cases, if your financial eligibility decreases, it may be necessary to reduce your award or disqualify you altogether. If there are special circumstances, they should be documented and explained on page 4 of the application. Also, please note that while the Phillips Scholarship attempts to reduce the financial burden for college students, it is expected that a certain amount of student and parent debt will be assumed and that students will be working as much as possible during the summer and school year. The information on pages 4 through 7 will help us determine financial need beyond the calculated eligibility figure. Zero or light loans and little work on the student's part may reduce what we consider to be that student's financial need.
- An EFC figure that you think is unreasonable for you and your parents to pay does not qualify as a special circumstance. It is determined by the Federal Government's standard calculations and is used to determine all students' financial aid packages. If you have questions about the validity or fairness of your EFC figure, you should contact your school's financial aid office for reconsideration of your aid package. They have more information and a greater capability to determine your current financial need.
- In signing page 3, you are giving permission for your counselor or director of financial aid to speak with us. This will enable us to better determine your financial circumstances and to make sure that our award money will not replace any aid, other than self-help, that you are receiving from your school.
- Before submitting your application, check our website's Renewal Applicants page for any changes or additional information.
- Keep these instructions and make a copy of your application and essays for your records. If an application is lost, you will have a copy to send in its place. The application is posted in PDF format on our website. All pages of the application may be filled out on your computer, and printed for submittal; however, you will not be able to save your work and will need to complete, then print the forms page by page or in one sitting. If you are unable to download the application, please request one by mail or e-mail and we will either mail you a hard copy or fill your request by way of an e-mail attachment. Submitting a neat, handwritten application is also acceptable.
- We will send you a postcard or e-mail confirming our receipt of your application and a letter in mid- June announcing your award. In submitting your application, please do not use FedEx, USPS Express or Certified mail, or any delivery mode that requires a signature on receipt. Please help us avoid long lines at the Post Office! You may use the U.S. Postal Service Delivery Confirmation. For a small fee, the Post Office's Delivery Confirmation Service will provide you with the date, zip code and the time your packet was delivered through their Track and Confirm Tool. Copy the following link for more information:
<http://www.usps.com/send/waystosendmail/extraservices/deliveryconfirmationservice.htm>
- Include all application materials in a **9"x12" or larger envelope** with a **postmarked date no later than APRIL 1st**.
- Any application that does not include **ALL** required information, on time, without viable reasons, will not be processed and a scholarship will not be re-awarded. Prepare **EARLY** so you will not be caught last minute without time to submit all of your information together. We will be processing close to 500 applications during February and March and appreciate your attention to all the details involved in submitting a complete application.
- If you have questions, please e-mail renewal@spscholars.org. Include our response with your application as it is helpful to refresh our minds regarding any issues about which we have communicated.
- We look forward to hearing from you!

Send your application – no later than the postmarked date of April 1st to:
The Stephen Phillips Memorial Scholarship Fund
P.O. Box 870, Salem, MA 01970

A COMPLETE APPLICATION MUST INCLUDE:

Application

- Staple together pages 1-3. Page 2 lists two short essays which are to be answered in the space provided. You may type them on a separate page only if responses are limited to that one page with at least a 10 point font (if using a separate page, replace page 2 of the application with that page).
- Clip together pages 4-7 in order, followed by the remaining financial information.

Official Transcript

- Cumulative GPA must be **2.5** or above to qualify for a renewal award. If your GPA is below 2.5, please submit your application with a transcript, explaining the reason for your grades and what you intend to do about them. Extenuating circumstances are considered and decisions will be made on a case-by-case basis upon receipt of your application. If you are denied a scholarship due to a low GPA, you may reapply the next academic year if your GPA is 2.5 or above.
- Transcripts must be official and must include fall 2007 grades. A “student copy” is acceptable if it is in a sealed registrar’s envelope.
- A transcript **must** be included in your application packet. Order your transcript early enough so that you will have it to include with your application.

Financial Aid Award Letter

- This will be your **most recent** Financial Aid Award Letter for the **current year**. Resend the letter even if we already have it on file. Don’t send your school’s invoice. Make note on the letter of any changes you anticipate next year.
- The renewal application requests information regarding loans and scholarships (page 6). Use your Financial Aid Award Letter to complete this portion. List all loan sources, both Federal and other, in the student loan section. Note that Federal loans are listed on your SAR. Outside scholarships and grants, not listed on your Award Letter should be listed on page 6 of the application and the award amounts should be added to your calculations on page 4 of the application, #2, Grants/Scholarships.

Student Aid Report (SAR) from FAFSA

- The Federal Government will not send us your SAR, as it does to your school. We strongly recommend that you apply online, as it is the fastest and most accurate method. Remember you and a parent will both need to know the PIN numbers you used last year to complete the Renewal FAFSA.
- Submit a copy of your Student Aid Report. See our web site’s Renewal Page to view our current requirements for the format and pages of the SAR you should include, along with an actual SAR sample. Any format should include the EFC, summary information and loan information.
- It is expected your SAR will accompany all renewal applications. Not having your taxes done is not an acceptable reason for late filing, as FAFSA applications may be completed with estimated 2007 figures.
- Because we require the SAR early, ask your parents to file the FAFSA **early and carefully**. Late filing and mistakes, which require time-consuming corrections, may cause you to lose your scholarship.

Copy of the Student’s 2007 W-2 Tax Form/s – earnings should correspond with 2007 Employment listing on page 6. If you do not have W-2 form/s, explain, on the bottom of page 6 or on an attached sheet, why you didn’t work or why the forms are not available to submit with your application.

Notes on Completing the Application: You may choose to complete the application by accessing the application at the Renewal Applicants page of our website and completing it on your computer; or you may choose the PDF version to be downloaded, and completed by hand. If you choose the **computer version**, please note the following:

1. With a multiple-line answer, tab to the next line instead of hitting enter.
2. If a calculated line doesn’t automatically calculate, keep tabbing through the series of entries, or mouse over the desired calculation box and it will complete the calculation.
3. The PDF fillable form has been enabled so that you should be able to save it; however, it is a new feature in Adobe Acrobat, so it is advisable to print each page as you complete it. When printing each page, choose “Print Current Page” as opposed to “Print Current View” as Current View will return only a partial page.

Transfer Students

- If you plan on transferring, we must have an award letter from your new school by June 1, which is shortly before the Trustees vote on all awards. If you are unable to make that deadline, you will not receive an award for that year, but you may reapply by completing a renewal application the next year.
- **Study Abroad Information (if applicable)** – see **FAQs on our website**



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OFFICE USE:	
<input type="checkbox"/> Transcript	<input type="checkbox"/> Essays
<input type="checkbox"/> SAR	<input type="checkbox"/> W-2 Form
<input type="checkbox"/> Award L	<input type="checkbox"/> COMPLETE
<input type="checkbox"/> Notify:	C M EM

PERSONAL INFORMATION

Name: _____ SS#: XXX-XX-
Last First Miss/Mrs./Ms./Mr. Last four digits

Home Address: _____
Street City/Town State Zip

Cell Phone #: _____ Home phone if no cell _____ E-Mail Address: _____
Print clearly to distinguish letters/numbers and hyphen(-) or underline(_)

Parents' Marital Status: Married Separated Divorced Mother is remarried Father is remarried

If parents are separated/divorced, check your primary residence: with mother with father equally shared with mother and father

Father's Name: _____ Living? _____ Highest Education Completed HS College Grad School
 Mother's Name: _____ Living? _____ Highest Education Completed HS College Grad School

Father's Place of Work: _____ Occupation: _____
 Mother's Place of Work: _____ Occupation: _____

INSTITUTION AND ACADEMIC INFORMATION

School you *attend*: _____

Transferring Information: If you will be transferring, check the box and complete the information below.

School you *will be attending*: _____
 Bursar's address: _____

Are you a full time student (12 hours or more)? _____

Major: _____ For what degree: _____

College Year of graduation: _____
mm/yyyy

Phillips Year of Graduation _____

Note: Phillips awards are for no more than 4 undergraduate years.
 Calculate your YOG with us 4 years from receiving your initial award.

GPA: _____ My cumulative GPA is not 2.5. I have attached an explanation for my grades and understand that students with GPAs below the requirement will be considered for a scholarship only on a case-by-case basis.

COMMUNITY SERVICE –In the past year what activity have you participated in at school or at home which involved a significant time commitment and which was of value to your school or community.

Activities	Total # Days Involved