

Scholarship Guidelines

Roy and Laura Whitehead Scholarship Fund
409 School Addition
P.O. Box 400
Meade, KS 67864-0400

**KEEP THIS INFORMATION FOR YOUR REFERENCE. READ THE
GUIDELINES AND APPLICATION PROCESS CAREFULLY
BEFORE COMPLETING THE WHITEHEAD APPLICATION FORM.**

The Roy and Laura Whitehead Scholarship Fund was established under the last Will and Testament of Roy Whitehead which left a sizable portion of their estate to Meade High School of Meade, Kansas. The purpose is to provide scholarships for college expenses to graduates of Meade High School who attend accredited colleges as full-time students. These scholarships are to be funded from the income resulting from the investment of the scholarship funds by the school district, or its designee.

ELIBILITY:

To be eligible for scholarship assistance under the terms of the Will, a person must meet all of the following:

1. The scholarship recipient must be a graduate of Meade High School at Meade, Kansas
2. The scholarship recipient must be deserving and/or needy.
3. The scholarship recipient must attend an accredited college as a full-time student.
4. The scholarship recipient must use the scholarship for payment of college tuition and/or other college expenses.

DEFINITIONS:

In an effort to administer the scholarship funds in accordance with the terms and the intent of the Whitehead Will, the Board of Education has adopted the following definitions and procedures:

Full-Time Student: A full-time student is defined as a student enrolled in at least 12 credit hours of classes or training each semester, or alternatively, is enrolled in the necessary courses or programs to qualify as a full-time student as determined by the particular college or school which the student attends.

Accredited College: An accredited college means any post-secondary educational institution which is properly and currently accredited by any state agency, or which is recognized by an independent accrediting agency, or which otherwise meets with the approval of the Scholarship Committee, including, but not limited to universities, colleges, community colleges, area vocational schools, private colleges, or trade schools.

Graduate of Meade High School: Any person who has completed the graduation requirements of Meade High School which were in effect at the time of attendance, and who has received a high school diploma or its equivalent from Meade High School, Meade, Kansas.

Needy and/or Deserving Student: Any person who is a graduate of Meade High School, Meade, Kansas, and who after August 1, 1999, attends an accredited college as a full-time student.

College Tuition and Other College Expenses: Shall include any charges incurred by an eligible applicant for enrollment tuition, fees, room and board, books, and other charges made by the school attended and which relate to the applicant's attendance after August 1, 1999. Other college expenses may also include the student's living expenses which were incurred after August 1, 1999, while attending college.

Scholarship Amounts

The amount of individual scholarships for each semester shall be determined on or about August 30th for the fall semester and January 30th for the spring and summer semesters. The amount of individual scholarships shall be determined by dividing the amount of available net income resulting from investments of the scholarship funds by the number of approved scholarship applicants. All scholarships will be of equal monetary value, except as otherwise provided herein.

In the event an otherwise eligible applicant has attended Meade High School for less than two consecutive school years (enrolled prior to September 20) immediately preceding the applicant's graduation from Meade High School, the amount of such applicant's scholarship shall be reduced by 50% of the value of the established amount; however, the Scholarship Committee may increase the amount of such scholarship in unusual or unique circumstances.

Applications

Applications must be submitted to the Whitehead Scholarship Committee on or before deadlines established by the Committee. Applications for the entire school year may be submitted to the Committee for the ensuing school year in lieu of submitting a subsequent application for the ensuing semester. Applications must be submitted on a form prepared by the Scholarship Committee and approved by the Board of Education. Forms will be made available at the Meade High School Guidance Counselor's office, Meade State Bank, and the Meade branch of the Fowler State Bank.

Distribution of Scholarship Funds

Scholarship funds will be distributed each semester upon receipt of the proper forms to approved scholarship recipients. The scholarship checks may be made payable to the university, college or other school approved for attendance, and in such event the scholarship check will be mailed to the school being attended, along with a letter or memorandum setting forth the recipient's name, address, social security number, school term and indicating the scholarship is for college expenses, including, but not limited to, tuition, books, fee, supplies, equipment, living expenses or any other expense deemed necessary while attending the college as a full-time student. The excess balance, if any, may be distributed to the recipient by the college being attended for additional college expenses and/or additional personal living expenses associated with attendance.

In the alternative, the scholarship check may be made payable directly to the recipient or to some other person(s) designated in writing by the recipient. If the scholarship recipient does not complete enrollment and actually attend the college as a full-time student, the scholarship funds shall be returned by the college to the Scholarship Committee. In the event the recipient withdraws or is dropped from the rolls of the institution as a full-time student prior to or during the semester or term, the scholarship funds shall be returned to the Scholarship Committee.

Proof of Enrollment

Upon the approval of the student to receive a scholarship, the recipient shall provide the Scholarship Committee with proof of enrollment for the ensuing school semester or term. Such proof shall be the Certification of Enrollment form provided to the student with the scholarship application, or other appropriate documentation as determined by the Scholarship Committee.

Minimum GPA

There is presently no minimum Grade Point Average (GPA) for an applicant to receive a scholarship; however, the Board of Education reserves the right to establish such a GPA at any time in the future. The Board of Education shall require, however, that the scholarship recipient remains enrolled as a full-time student as defined above.

Investment of Scholarship Funds

The Board of Education may change or modify the policies governing investment of Whitehead Scholarship funds, and may transfer, invest and reinvest such funds as the Board of Education deems to be in the best interest of and consistent with the purpose and intent of the Whitehead Scholarship Fund.

Amendments

These guidelines may be amended at any time at the discretion of the United School District 226 Board of Education.

Application Process

Roy and Laura Whitehead Scholarship Fund
409 School Addition
P.O. Box 400
Meade, KS 67864-0400

Scholarship Secretary: Debby Reimer

Telephone: 620.873.2448

Email: whitehead@usd226.org

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STUDENTS 18 YEARS OR OLDER: The Privacy Act requires the Committee to work directly with students 18 years of age or older. No information can be released to parents or can parents act in the place of an applicant/grantee. However, the Committee will help students or parents in any way that is reasonably possible.

STUDENT RESPONSIBILITY: The application is the sole responsibility of the applicant and not the Committee. Please fill out the application completely. The student should check with the Scholarship Secretary to ensure that their file is complete. Any changes in application information should be immediately reported to the Committee.

LATE APPLICATIONS: Late applications will be considered ONLY after semester awards have been made and on an available funds basis. All forms requested must be received by their deadlines before a scholarship grant will be given.

SCHOLARSHIP AMOUNT: The scholarship amount will be determined by dividing the number of approved scholarship applicants with the amount of funds available. Amounts are determined on or about August 30th for the fall semester and January 30th for the spring and summer semesters. All scholarships will be of equal monetary value, except as provided herein. The summer scholarship will be equal to one-half of the previous spring semester scholarship.

EXCEPTIONS: In the event that an applicant has attended less than two consecutive years at Meade High School, the scholarship amount shall be reduced by 50% of the established amount. However, the Scholarship Committee may increase the amount of such scholarships in unusual or unique circumstances.

SCHOLARSHIP CHECKS: Scholarship checks will be distributed each semester to the applicant upon receipt of the **application**, the **enrollment certification form**, and an **official transcript**. Scholarship checks may be made payable to the institution of attendance. In such event, the institution will receive a letter stating the recipient's name, address, social security number, school term and indicating that the scholarship funds are to be used toward college expenses. The excess balance, if any, may be distributed to the recipient for use toward additional college or living expenses while in attendance. The scholarship checks may also be made payable to the student as indicated on the application.

NOTE: If a scholarship recipient withdraws or is dropped from the rosters of the institution as a full-time student, the scholarship funds shall be returned to the Scholarship Committee.

REQUIREMENTS BEFORE RECEIVING A FALL WHITEHEAD SCHOLARSHIP

AUGUST

~**Application deadline for Fall/Spring Scholarships: August 15th**

YOU MUST COMPLETE THE FOLLOWING

Application: The application form is available on the school website at <http://www.usd226.org> under the Whitehead Scholarship tab, at the Meade State Bank, the Meade Branch of Fowler State Bank, or at Meade High School. Be sure all parts are completed. Pay particular attention to indicating where you want the scholarship money to be sent. Applications must be mailed or taken to the Meade High School before the August 15th deadline.

YOU MUST RE-APPLY EACH YEAR. A student must re-apply each year using a new application. The deadline is August 15th even if the applicant might not be eligible to receive a grant for the fall semester.

SEPTEMBER - DECEMBER

~**Supply the Fall Enrollment Certification Form by the December 15th deadline.**

This form is to be taken to the **Office of the Registrar** after the official certification date of the institution in which you are enrolled. The certification date for the fall is approximately the 20th day after the start of classes. The Registrar is to complete the bottom portion of the form, affix the school seal, and mail it to the Whitehead Scholarship Committee at Meade High School. Pre-enrollment certification will not be accepted.

DECEMBER - JANUARY

~**Supply an Official College Transcript**

Again, go to the **Office of the Registrar** and fill out a Transcript Request form. **Indicate that you want an OFFICIAL TRANSCRIPT sent in a sealed envelope to the Whitehead Scholarship Committee AFTER final grades have been posted.** The transcript certifies to the committee that you have completed the semester/term as a full-time student according to the guidelines. **NOTE: You may have to pay a fee for the transcript.**

JANUARY

~**Application deadline for Spring Applicants only: January 15th**

This applies to the applicants **who did not apply for the fall semester** but wishes to apply for the spring semester. Please follow the instructions given for the August 15th Application Process above.

REQUIREMENTS BEFORE RECEIVING A SPRING WHITEHEAD SCHOLARSHIP

JANUARY

~Application deadline for Spring Applicants only: January 15th

This applies to the applicants **who did not apply for the fall semester** but wishes to apply for the spring semester. Please follow the instructions given for the August 15th Application Process above.

JANUARY - MAY

~Supply the **Spring Enrollment Certification Form** by the **May 15th deadline**.

This form is to be taken to the **Office of the Registrar** after the official certification date of the institution in which you are enrolled. The certification date for the spring is approximately the 20th day after the start of classes. The Registrar is to complete the bottom portion of the form, affix the school seal, and mail it to the Whitehead Scholarship Committee at Meade High School. Pre-enrollment information on your transcript **is not** considered enrollment certification..

MAY - JUNE

~Supply an **Official College Transcript**

Again, go to the **Office of the Registrar** and fill out a Transcript Request form. **Indicate that you want an OFFICIAL TRANSCRIPT sent in a sealed envelope to the Whitehead Scholarship Committee AFTER final grades have been posted.** The transcript certifies to the committee that you have completed the semester/term as a full-time student according to the guidelines. **NOTE: You may have to pay a fee for the transcript.**

WHITEHEAD SCHOLARSHIP FALL & SPRING CHECKLIST

August 15th	Application Deadline
September - December 15th	Supply a Fall Enrollment Certification Form
January 15th	Spring Application Deadline *DO NOT re-apply if you completed the Fall Application form.
December - January	Supply an Official Transcript for Fall Semester
January - May 15th	Supply a Spring Enrollment Certification Form
May - June	Supply an Official Transcript for Spring Semester
August 15th	Re-apply for next year's scholarship

Roy and Laura Whitehead Scholarship Fund

Scholarship Application

2019 - 2020

Application Deadline: August 15, 2019

Spring Scholarship ONLY: January 15, 2020

Personal Information

Last Name: First Name: MI Maiden Name: Social Security

Permanent Mailing Address: Home Phone:

City: State: Zip Code: Applicant's Email:

Applicant's College Address: Applicant's Phone:

City: State: Zip Code:

Date of Birth: Years attended Meade High School:

Meade High School graduation year: Years of previous Whitehead Scholarship:

Schools attended since high school graduation:

Name of School: Dates Attended:

Name of School: Dates Attended:

College Information

Name of college or school to be attended:

Mailing Address: Phone Number:

City: State: Zip Code: Semesters/Terms

Scholarship funds should be distributed to:

- College as listed above
 Applicant's permanent mailing address
 Applicant's college address
 other

THIS SCHOLARSHIP MAY BE USED FOR TUITION, BOOKS, FEES, SUPPLIES, EQUIPMENT, LIVING EXPENSES OR ANY OTHER EXPENSE DEEMED NECESSARY WHILE ATTENDING AN ACCREDITED COLLEGE AS A FULL-TIME STUDENT. AS EVERY SITUATION VARIES, YOU WILL NEED TO CONSULT YOUR TAX ADVISOR AS THE TAXABILITY OF THE SCHOLARSHIP.

Please read carefully before signing:

In signing this application, I agree to attend the college or school stated above as a full-time student. If I withdraw or am dropped from the rolls of the institution as a full-time student prior to or during the semester or term, I will repay the scholarship funds received for that semester. I understand that the Scholarship Committee may hold any future scholarship that I may be entitled to receive in the amount I am required to pay.

Applicant's Signature: _____ Date

Return completed form to:

Whitehead Scholarship Committee
P.O. Box 400
Meade, KS 67864-0400