

MERLE S. & EMMA J. WEST SCHOLARSHIP FUND

WEST SCHOLARSHIP COMMITTEE

541.883.3857 | PO Box 3168
www.merlewestscholarship.com | Portland, Oregon 97208

Scholarship Application Instructions

HISTORY

The Merle S. and Emma J. West Scholarship Fund was established December 20, 1983 upon the death of the donor, Merle S. West. Its purpose is to provide scholarship awards to persons who are graduates of a high school in Klamath County, Oregon and who otherwise qualify.

WHO IS ELIGIBLE FOR AN AWARD?

This fund will be used for grants to aid those students who:

- a) Are graduates of a high school in Klamath County;
- b) Are a U.S. citizen or hold a permanent resident card;
- c) Are working toward a baccalaureate degree or an academic award or certificate of an undergraduate nature offered by any college, university, technical or vocational school;
- d) Have attained a good scholastic record;
- e) Are deemed to have good aptitude for post high school training;
- f) Have a need for financial assistance in obtaining further education;
- g) Adhere to sound moral principles; and
- h) Have demonstrated good citizenship and respect for the law.

No preference will be given to any particular class of students, and any student's qualification shall be evaluated against the above criteria. Students will be eligible for assistance in succeeding years of their education if their academic and citizenship records warrant.

HOW TO APPLY

Application forms are available between January 1st and April 1st annually. You may obtain an application through one of the following methods:

- Send a written request to West Scholarship Committee, c/o U.S. Bank, PO Box 3168, Portland, OR 97208; or
- Phone the West Scholarship number at 541.883.3857 or U.S. Bank at 1-800.522.9100, ext. 4882; or
- Visit the internet at www.merlewestscholarship.com; or
- Contact the principal or counselor of any high school in Klamath County.

Completed applications must be postmarked by April 1st.

Applications should be mailed to the West Scholarship Committee at the address indicated above or uploaded according to on-line instructions at www.merlewestscholarship.com.

Chosen finalists will be asked to meet with the Scholarship Committee on select days between May 1st and June 10th.

Please direct any questions to the West Scholarship Administrator at either of the phone numbers indicated above.

INCLUDE THE FOLLOWING REQUIRED DOCUMENTS WITH YOUR APPLICATION

The following documents are included in the **fourteen-item final check list** on page four of the Application Form.

If applying by mail: include with your Application Form. **If applying on-line:** upload according to on-line instructions:

- Two Letters of Recommendation** (page 2 of application) Letters from two individuals (teachers, coach, club leader, pastor, etc.) NOT related to you, attesting to (a) your aptitude for the course of study you intend to pursue, and (b) your character, including moral principles and citizenship.
- Your high school transcript** (page 2 of application)
Your transcript for the last high school you attended in Klamath County.
- Your **college transcript(s)** (if applicable) or proof of request of transcript for each college attended, up to and including your most recently completed term prior to April 1st.
- Results from an ACT or SAT test** (page 2 of application). These results may be posted on your high school transcript. Check to make sure or submit a copy of the actual test results. If you are applying for a VOCATIONAL SCHOLARSHIP AWARD OR ATTENDING COMMUNITY COLLEGE, you do NOT need the results of an ACT or SAT test.
- A one-page composition.** It must be your original thought and can be either typed or handwritten in black ink, either cursive or printed. The subject of this paper is **“What factors in your past will help you achieve your future success?”** You are cautioned not to take this requirement lightly, as it will enter into the consideration process for selection of awardees.
- A copy of **ALL** pages of your **FAFSA Determination** (FAFSA stands for Free Application for Federal Student Aid) or **SAR** (Student Aid Report). (page 4 of application) The FAFSA is used to apply for federal student financial aid and is available at any college Financial Aid Office. Once you have completed a FAFSA and mailed it to the processor, the U.S. Department of Education will mail back to you a determination, which is referred to as your SAR. It takes at least four weeks to receive a SAR after the processor receives your FAFSA form. Your scholarship application will be considered incomplete without a copy of the SAR attached.
- A copy of your **Award letter** from the college you will attend (page 4 of application), listing the financial aid they are offering you which is referred to as your financial aid package. This letter is usually generated by the college after you have sent them your SAR. It may or may not be sent to you by our April 1st deadline. If you have not received an Award letter by April 1, please submit a copy of it as soon as you receive it.

IMPORTANT REQUIRED SECTIONS TO CHECK FOR ACCURATE COMPLETION

- Thoroughly complete the budget and financial statement. Your receipt and expense totals must be the same figure. List figures in the blanks next to “Total Assets”, “Total Liabilities”, and “Net Worth”. Please round these figures to the nearest dollar. List all persons who receive financial support from the applicant’s family other than the applicant.
- Both parents must be listed on the parental/spouse information and references. A parent or spouse of applicant must sign page three of the application.
- Sign application in two places on page four. Check appropriate box pertaining to violation of the law.

NOTE: **All of the above must be included and completed or your application will not be given consideration.**

NOT REQUIRED BUT RECOMMENDED BY THE SELECTION COMMITTEE

The following documents are mentioned on page four of the Application Form. Mail with your application or upload on-line.

- Further copies of resumes, records, citations, honors or other documents, which you feel, may augment your application. Submitted documents or copies thereof become the property of the committee and will not be returned to you.
- Provide any additional information you feel may enhance your probability for scholarship award. Add additional pages if necessary.

Your application must be mailed to: West Scholarship Committee, P.O. Box 3168, Portland, OR 97208

or uploaded according to on-line instructions at: www.merlewestscholarship.com