ICMA-RC Vantagepoint Public Employee Memorial Scholarship Fund

THE PROGRAM

The ICMA-RC Vantagepoint Public Employee Memorial Scholarship Fund (ICMA-RC Memorial Scholarship Fund), provides the surviving children and spouses of local and state government employees financial assistance for postsecondary education.

ICMA-RC established the fund in 2001 to honor the lives of our nation's police officers, firefighters, and other local and state government employees who have died in service to their communities. Scholarships in amounts of up to $10,000 are awarded to students who plan to attend a two- or four-year accredited college, university, or vocational school, full-time. Scholarships are accepted annually from December 15 through March 15.

This scholarship program is administered by Scholarship Management Services®, a division of Scholarship America®. Scholarship Management Services is the nation's largest designer and manager of scholarship and tuition reimbursement programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, age, gender, disability or national origin.

ELIGIBILITY

Applicants to the ICMA-RC Memorial Scholarship Fund must be -

- Children and/or spouses of deceased public employees* who have died in service to their community. The applicant must provide a letter from the deceased employee's place of work.

  **Public employee is defined as a full- or part-time employee of any U.S. state or local government or entity created by a state or local government.*

- High school seniors or graduates who plan to enroll or students who are already enrolled in full-time undergraduate or graduate study at an accredited two- or four-year college, university, or vocational-technical school for the entire upcoming academic year.

AWARDS

Awards are for tuition and fees only for students pursuing vocational, undergraduate or graduate study.

The number of scholarships available and the dollar amount may vary each year depending on the number of qualified applications received. The maximum lifetime award a recipient is eligible to receive is $10,000.

APPLICATION

Interested students must complete the attached application and mail it along with a current, complete official transcript to Scholarship Management Services postmarked no later than **March 15.** Grade reports are not acceptable. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken.

Applicants are responsible for gathering and submitting all necessary information, including an official letter from the deceased employee's place of work certifying that the employee died in the line of duty. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible.

SELECTION OF RECIPIENTS

Scholarship finalists are recommended by Scholarship Management Services on the basis of academic record, demonstrated leadership and participation in school and community activities, honors, work experience, statement of goals and aspirations and one letter of recommendation. Financial need as calculated by Scholarship Management Services must be demonstrated for the student to be eligible to receive an award. Instructions for completing the Financial Data section of the application follow the program guidelines.

The ICMA-RC Memorial Scholarship Fund will select scholarship recipients. All applicants agree to accept the decision as final.

Applicants will be notified by June.

Not all applicants to the program will be selected as recipients. Students may reapply to the program each year that they meet eligibility requirements and have not exceeded $10,000 in cumulative awards over their educational career.

PAYMENT OF SCHOLARSHIPS

Scholarship Management Services processes scholarship payments on behalf of the ICMA-RC Memorial Scholarship Fund. Payments are made in equal installments on August 15 and December 30. Checks are mailed to each recipient's home address and are made payable to the school.

OBLIGATIONS

Recipients have no obligation to the ICMA-RC Memorial Scholarship Fund. They are, however, required to notify Scholarship Management Services of any changes in address, school enrollment, or other relevant information and to send a complete transcript when requested.

REVISIONS

The ICMA-RC Memorial Scholarship Fund reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time including termination of the program.

ADDITIONAL INFORMATION

Questions regarding the scholarship program should be addressed to:

ICMA-RC Vantagepoint Public Employee Memorial Scholarship Fund
Scholarship Management Services
One Scholarship Way
Saint Peter, MN 56082

Telephone: (507) 931-1682

administered by

Scholarship Management Services®
A Division of Scholarship America®

INSTRUCTIONS FOR COMPLETING THE FINANCIAL DATA SECTION OF THE APPLICATION

The Financial Data section of the application should be completed by parents, guardians, ***or*** by the applicant if independent. Independent is defined as one who is **not** claimed as a dependent by the parent/guardian for tax purposes. Information should be from a completed tax return filed with the IRS.

1. **State of Residence** is the state where the parents and/or (independent) applicant reside and pay state income tax.

2. **Adjusted Gross Income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law.

3. **Total Federal Tax Paid** includes the total amount of **federal** income tax to be paid as reported on IRS FORM 1040. This is **not** the amount withheld from employee's paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do **not** report state income tax.

4. **Total Income** of parent(s) should be reported individually for both parents if applicant is a dependent student, or by the applicant if independent. Provide information for both natural parents, when possible. **If the student resides with only one parent,** financial information **must** be received from the parent who claims the child as a dependent for tax purposes. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or claims the student as a dependent, or the student is included in the spouse's benefit plan. **If necessary, two Financial Data sections may be submitted by the student.** A copy of the Financial Data section may be made in order for one to be completed by each parent.

5. **Untaxed Income and Benefits** include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.

6. **Medical and Dental Expenses** include only those expenses not paid by insurance. Do not include premium payments.

7. **Total Cash, Checking, Savings, Cash Value of Stocks, etc.**, include liquid assets that can be used for educational expenses. **Do not include** IRA, 401k, or other retirement plan funds.

8. **Total number of family members living in the household** and primarily supported by the reported income may include:
   - the applicant
   - the applicant's parents (or spouse if student is independent)
   - other children living in the household
   - dependent college students living away from home
   - other people who live in the household and receive more than half of their support from the reported income

   Independent students should only report those individuals who are supported by the reported income.

9. **Marital Status** is the current status of the person from whom the financial information is submitted.

10. **Of the total number of family members on line 8, number of students attending college** includes family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Include the applicant in this number. Do not include parents.

NOTE: Any exceptions to providing financial information as instructed above must be submitted to Scholarship Management Services in writing.