

Chapter Scholarship Guidelines

Guidelines for administering a Woman's Life Chapter scholarship must be compiled and an application drafted. Some of the things members will need to determine include:

- How many scholarships will be awarded in any one year?
- How much will the scholarship be?
- Is the scholarship to be used for tuition and/or books only?
- Will it be paid in one installment or two? (Fall semester and Winter semester. If paid in two installments, will the applicant need to provide proof of registration in the next semester, along with a copy of the grade point average showing a GPA of 2.0 or higher?)
- Is the applicant required to be a full-time student? (Minimum of 12 credit hours)
- Who is eligible to apply? (Woman's Life chapter members only? If so, will the applicant need to be a member who holds a Woman's Life insurance product and/or annuity? Can the applicant be a social member? Can someone from a member's immediate family apply? Who constitutes an immediate family member?)
- Must the applicant attend a local college or vo-tech facility?
- Must the applicant be specializing in a specific field?
- Is this a one-time only scholarship or can recipients reapply in future years?
- Can the recipient miss one semester without jeopardizing their scholarship?

We do ask chapters to:

1. Keep all information on the applications confidential.
2. Do not ask for a social security number and refrain from collecting financial information on the application. Requesting this type of information would require the initiation of a 'Privacy Policy.'
3. Consider securing 2 to 3 individuals from the community who are willing to serve on the judging committee. These individuals should not be Woman's Life members and have not ties to the chapter so the selection is impartial. (Educational facilities are a good source.) Or, establish a "scholarship committee" within the chapter. The person that receives the applications should remove the applicant's names from the applications prior to copying them and passing them on to the scholarship committee. This process ensures anonymity.
4. If you wish to place a notice in your local paper regarding your Woman's Life Scholarship recipient, have the individual sign a release and provide you with a photo. If the recipient is a minor, a parent or guardian must also sign the release. (A release can be provided by Home office.)

Prior to implementing the scholarship program, a copy of the final guidelines/ rules and scholarship application must be provided to Member Engagement for approval.