TO: Financial Aid Directors/Officers
FROM: Hanna Hamlin
DATE: November 2014
RE: Daniel R. Hoover Scholarship Fund

It is time to begin the process for students who wish to apply for the Daniel R. Hoover Scholarship Fund for 2015-2016.

Enclosed are the flyers to be used in publicizing this scholarship fund. Please post them in areas where students normally congregate. The applicants will be able to apply on-line at www.csascholars.org. The deadline for applying is **JANUARY 21, 2015**.

Applicants are instructed to complete the packets and submit them on-line. They will be given a list of additional materials that they must submit by mail.

Deadline for receipt of the application as well as additional materials requested is a postmark no later than **JANUARY 21, 2015**.

Thank you for your help in promoting this program. Do not hesitate to contact me if you have any questions.
The Daniel R. Hoover Scholarship is providing scholarships for deserving students. The Center for Scholarship Administration, Inc. (CSA), a non-profit, independent organization is the Facilitator of the scholarship fund.

QUESTIONS AND ANSWERS ABOUT THE PROGRAM

Q: What is the application process?
A: There are (2) parts to the application process:
   1. You must set up an account and complete the online process. (Once you have done this you will get an email back confirming we received the online portion of your application and reminding you to complete step 2.)
   2. You must mail in the additional required materials. (see list below)

Q: Who is eligible for the scholarship?
A: Applicants must be studying in the ministry. Applicants must be graduate students or students preparing to enter graduate school.

Q: When is the deadline for submission of materials?
A: You must complete part 1 online no later than midnight EST. **JANUARY 21, 2015.** Then you must submit ALL the additional required materials in ONE envelope with a postmark no later than **JANUARY 21, 2015.** No exceptions will be made to the deadline.

Q: What constitutes a complete application packet?
A: You must submit the following additional materials:
   1. Submit the signed **TERMS OF AGREEMENT**, found in the application online.
   2. Submit an **OFFICIAL TRANSCRIPT** with grades and cumulative GPA posted through the latest spring semester. (It must be OFFICIAL)
   3. Submit a **LETTER OF RECOMMENDATION** from a professor.
   4. Submit a **PERSONAL STATEMENT/ESSAY**. The personal statement must include your strengths and your most important achievements in school and in your community. You may also include your hobbies, interests, sports, volunteer work, employment, future plans, or career goals.
   5. Submit a **LIST OF YOUR ACADEMIC HONORS, LEADERSHIP SKILLS, AND COMMUNITY SERVICE**, etc.
   6. Submit a copy of your SIGNED **FEDERAL INCOME TAX FORM 1040** (pages one and two only) and copies of your **W-2 FORMS** for the latest year these forms were filed. In case of divorced parents, only the custodial parent's (and current spouse's if remarried) financial information will be required. If you are an independent student you must submit a copy of your tax information.

Q: What is the value of the scholarship award?
A: The number of recipients and the amount of each scholarship may vary from year to year due to fluctuations in the Fund's value and/or applicable document restrictions. Subject to the trust terms, the awards will be applied to the cost of tuition, fees, books and supplies and should not exceed these costs. Scholarship awards must be used in the year they are awarded. Recipients are required to access the Payment Form from www.csascholars.org home page. They must sign the form and submit it to their college to certify their enrollment and forward to the Scholarship Director for payment. All grades and Payment Forms must be received no later than **MARCH 15, 2016**. No payments will be made after **MARCH 15, 2016** for any reason. Award amounts of $5,000 or less will be paid in full at the beginning of the academic year. It is the recipient's responsibility to submit a completed Payment Form
and grades and specified below. A check will be issued directly to the college upon receipt of a grade report/transcript and a Payment Form. Failure to submit the required materials will result in the permanent loss of the scholarship. Unused funds must be returned to the Daniel R. Hoover Scholarship Fund.

Q: **What schools can a recipient attend?**
A: Recipients may attend any accredited, graduate college or university located in North Carolina or Southern institution.

All recipients must be full-time each semester and working toward a graduate degree.

The institution must be an educational organization that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on. To the extent the institution is involved in the selection of the recipients (if at all), such involvement must comply with the Fund’s policy of awarding scholarships on an objective and non-discriminatory basis as well as the Fund’s Conflict of Interest Policy.

Q: **What if I am unable to attend consecutive semesters?**
A: Extenuating circumstances requiring a student to sit out a semester must be explained in writing to CSA. You will be notified of the final decision. If a recipient is out for a semester, then that semester is forfeited.

Q: **How are winners selected?**
A: An Awards Advisory Committee will select the recipients based on academic merit, financial need, and community service. When selecting the recipients, when all things are equal, preference will be given to:

- Worthy students who are in need of financial assistance and who have demonstrated their desire for an education by working at school or during vacation periods.
- Students who have resided in Cabarrus County for 10 years, or whose parents have resided in Cabarrus County for 10 years.
- Students who are attending some North Carolina or southern institution.

Q: **How will I be notified if I am chosen as a recipient?**
A: All complete applicants will be notified of the decisions of the committee.

Q: **Is this scholarship renewable?**
A: This scholarship may be renewable for up to (3) three additional years of graduate work, or a master’s degree is awarded, whichever is earlier. Current recipients will receive information on the renewal process from CSA. The scholarship will be renewed based on (a) availability of funds; (b) student remains in good standing with the institution; (c) student maintains the required minimum cumulative GPA; (d) student is enrolled full time, and (e) student applies by the deadline for renewal of the scholarship. Current recipients who fail to comply with requirements B, D, and E may lose their scholarship permanently. If a scholarship is renewed for an academic year and any semester is not used within that year then it is forfeited.

A GPA falling below the required minimum of 2.0 on a 4.0 scale at the end of ANY semester may result in a decision not to honor the award for the subsequent semester. If this is the decision then the award is terminated on a permanent basis and the student will not be allowed to apply for renewal at any time in the future. However, if a decision is made to honor the award and it is paid for the subsequent semester, then the student will be allowed to apply for consideration of renewal provided the GPA is at the required level at the end of the semester in question.

Once a scholarship goes into effect, grade reports will be required at the end of the fall semester. The grade report must include the name of the student and name of the college. It is the responsibility of the recipient to request the grade report.
An official transcript will be required at the end of the spring semester. The transcript must reflect the name of the student and name of the college. It is the responsibility of the recipient to request the transcript.