



## 2012 Scholarship Instructions

1 Huntington Road, #701  
Athens, GA 30606  
706-208-1211  
E-Mail: [info@rankinfoundation.org](mailto:info@rankinfoundation.org)  
Website: [www.rankinfoundation.org](http://www.rankinfoundation.org)

**Postmark Deadline is March 1, 2012**

**About the Foundation** Jeannette Rankin, the first woman elected to the U.S. Congress, was an advocate of women's rights. A bequest from Rankin's estate provided the seed money for establishing Jeannette Rankin Women's Scholarship Fund (JRF). Since 1978, JRF has been awarding scholarships to low-income adult women who have a vision of how a college education will benefit themselves, their families, and their communities.

**About the Scholarships** The scholarships may be used for tuition, books, transportation, childcare and other living expenses and will be disbursed over two school terms, starting in Fall 2012. Selection is competitive, which means that meeting the eligibility requirements does not guarantee that you will receive a scholarship. In 2011, JRF awarded 40 new scholarships from 860 applications.

### Which Students are Eligible?

- Women, at least 35 years of age as of March 1, 2012,**
- who are U.S. citizens or Permanent Residents of the United States,**
- and are pursuing a technical or vocational education, an associate's degree, or a first bachelor's degree,**  
Students who have already earned a bachelor's degree and/or will be pursuing a graduate degree in Fall 2012 are ineligible.
- and are enrolled in, or accepted to, a regionally or ACICS accredited college for the Fall 2012 term,**  
To be eligible, your college must be accredited by one of the following: Accrediting Council for Independent Colleges and Schools, Middle States Commission on Higher Education, New England Association of Schools and Colleges, Higher Learning Commission of the North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, or Western Association of Schools and Colleges. Contact your school's Admissions Office for this information.
- and are low-income according to the government guidelines below.**  
Because you are applying for a JRF scholarship for the 2012 – 2013 school year, your eligibility will be based on your household income during that time period. Compare your estimated take-home household income for the upcoming school year (8/2012 – 7/2013) with the maximum income levels by household size below. To be eligible to apply, your household income must not exceed the maximum for your household size.

Household Size	Maximum Household Income
1	\$14,182
2	\$23,243
3	\$31,900
4	\$39,379
5	\$46,475
6	\$54,347

These guidelines are based on a national average of the U.S. Department of Labor's Lower Living Standard. To adjust for households larger than 6 people, add \$7,500 for each additional member.

**Selection Process** Application review will take place from March through June 2012. The process involves an initial screening followed by three levels of review. The names of the 2012 recipients will be posted at [www.rankinfoundation.org](http://www.rankinfoundation.org) by 7/1/12.

**Selection Factors** The quality and completeness of information in your application is critical. The selection committee will consider your goals, your plan for reaching your goals, any challenges you have faced, and your financial situation, among other factors.

**Non-Discrimination Policy** It is the policy of Jeannette Rankin Foundation to make financial awards without regard to race, creed, religion, color, ancestry, marital status, sexual orientation, gender identity and expression, national origin, or disability.

**Questions?** Visit [www.rankinfoundation.org/applications](http://www.rankinfoundation.org/applications) to view a step by step guide for filling out the application or [www.rankinfoundation.org/frequently-asked-questions](http://www.rankinfoundation.org/frequently-asked-questions) to view a list of frequently asked questions. You may also contact JRF by e-mail at [info@rankinfoundation.org](mailto:info@rankinfoundation.org).

## Instructions for Completing the Application

**1. Application:** Please print clearly in ink or type. Carefully read the instructions and complete all pages of the application. If a question does not apply to you, write "n/a" rather than leave it blank. **Applications with incomplete or confusing information will be disqualified.**

**2. Personal Statement:** This essay is an important part of the application. It is your opportunity to share your goals, your plan for reaching your goals and how your education will benefit you. See page 4 of the application for complete instructions.

**3. References:** You will need to submit two letters of recommendation. These letters will show support for your goals and reinforce the information in your application.

**Who to ask for a letter:** In general, the best letters are personalized and express that the reference knows you well. A letter that includes specific statements about you, not generic comments that could apply to anyone, will come across as more enthusiastic and genuine. If you're already enrolled, it is best for at least one letter to be written by an advisor, professor or other instructor. Letters may also be written by counselors, employers, co-workers, volunteer supervisors or religious leaders; letters may not be written by family members.

**How to ask for a letter:** Make an appointment to talk to each person you'll ask to write a letter. Bring a copy of this scholarship application, your Personal Statement (if you're comfortable sharing it), the Letter of Recommendation cover sheet, your resume, a list of accomplishments or related experiences, and any other documents you feel might help the reference write a personalized letter. You should ask for letters at least 3 to 4 weeks before they are needed.

Print your name at the top of each cover sheet (pages 5 & 6 of the application) before giving one to each of your references, and be sure they return the cover sheets and letters to you before the deadline. Letters must be dated within 12 months of this application. **Do not submit letters from more than two references.** We suggest sending a thank you to the reference once your application has been submitted.

### 4. Proof of Enrollment or Acceptance:

**If you are not yet enrolled,** send a copy of your acceptance or welcome letter from the school you will be attending in Fall 2012. The letter must be dated within 12 months of this application. A letter that states your acceptance is provisional, conditional, or awaiting approval will make you **ineligible** to apply this year.

**If you are currently enrolled,** please submit your most recent transcript, showing courses dated within 8 months of this application.

**If you are currently enrolled, but have not yet completed a full term to receive a transcript,** please submit the acceptance or welcome letter that you received from your current college.

**If you are currently enrolled, but plan to attend a different college in Fall 2012,** please send the most recent transcript from your current school (showing courses dated within 8 months of this application) AND an acceptance letter from your Fall 2012 school. If you are not able to obtain these documents before the deadline, you will not be eligible to apply this year.

*A note about unofficial transcripts:* JRF will accept unofficial transcripts, but **only if both your name and the name of your school are printed on it.** You may be able to download an unofficial transcript from your college's website or obtain a copy from the Registrar's Office. If you can't get an unofficial copy that prints with both your name and the name of the college, you must submit an official copy. Please contact us if you have questions concerning your transcript.

**5. Make a Second Copy** of your completed application materials. JRF will need 2 sets of your full application. If you do not send 2 sets of your full application, **your application will be disqualified.**

Organize each set in the following order:

- the application form,
- the personal statement,
- the letters of recommendation,
- the transcript and/or letter of acceptance.

You will need to open and copy all sealed transcripts and letters, unless your reference gives you two sealed copies of the letter of recommendation.

Staple each set and mail in one envelope. **All documents must arrive together.** JRF is not responsible for matching up application materials that arrive separately.

- Also include two self-addressed, stamped envelopes with your application. One will be used to notify you that your application has been received. The other will be used to notify you once the recipients have been selected.

Do **not** provide additional documents such as resumes, diplomas, certificates, photographs, publications or tax forms. Any extra materials will be discarded upon arrival.

All applications and supporting documents become the property of JRF and will not be returned.

### 6. Mail Both Sets of Your Completed Application, Postmarked by March 1, 2012 to:

1 Huntington Rd., #701, Athens, GA 30606.

All applications postmarked by March 1 will be accepted, so it is **NOT necessary to send your application by Priority Mail or overnight delivery.** Applications will not be accepted by fax or e-mail. Before mailing, remove this instruction sheet to keep for your records.

**Selection:** Selected recipients will be notified by phone.

**All other applicants will be notified of their status only if two self-addressed stamped envelopes are included with the application.** All scholarship recipients are selected by a trained committee of volunteers, not JRF staff. JRF staff cannot tell applicants who are not selected why they were not chosen. If you are not selected for the 2012 school year, you are encouraged to reapply for 2013.

**Apply for Other Financial Aid:** For links to other financial aid resources for women and adult students, visit [www.rankinfoundation.org/resources](http://www.rankinfoundation.org/resources).



Jeannette Rankin

WOMEN'S SCHOLARSHIP FUND

Women succeeding through education

2012 Scholarship Application

Mail completed application to: 1 Huntington Road, #701 Athens, GA 30606

Postmark Deadline is March 1, 2012

This Box For JRF Use Only

Yes No

- Age, Female, U.S. Citizenship/Permanent Resident, Degree Qualification, Income Qualification, 2 Copies of Application Form, 2 Copies of Personal Statement, 2 Copies of Reference #1, 2 Copies of Reference #2, New: 2 Copies of Acceptance Letter, Enrolled: 2 Copies of Transcript, Transfer: 2 Transcripts and Letters

OK

DQ

- Carefully read the instructions before beginning this application. Print in ink or type. If a question does not apply to you, write "n/a." Do not leave it blank.

Questions? Visit www.rankinfoundation.org/applications to view a video guide to filling out the application or www.rankinfoundation.org/frequently-asked-questions to view FAQs. You may also contact JRF by e-mail at info@rankinfoundation.org.

A. PERSONAL INFORMATION

Last Name: First: M.I.:

Mailing Address:

City: State: Zip:

Telephone:( ) Second Telephone:( )

E-Mail:

Birth Date: / /

Female? Yes No

U.S. Citizen or Permanent Resident? Yes No

B. PREVIOUS EDUCATION Check the box below that represents the highest diploma or degree you have completed.

GED High School Diploma Associate's Bachelor's Master's Other:

C. CURRENT EDUCATION Your Current School, if applicable:

Your Fall '12 School: City, State:

- Accrediting Council for Independent Colleges and Schools, Middle States Commission on Higher Education, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges

What will be your Major in Fall '12?

What type of degree program will you be enrolled in for Fall '12? Associate's Bachelor's Other:

When did you, or will you, begin the above degree program? / / Expected Graduation Date: / /

Briefly describe your career goals after graduation:

**D. HOUSEHOLD** For the purpose of this application, a household is made up of children, family members or partners who share income and/or expenses. Do not include roommates. **How many people, including yourself, are in your household?** \_\_\_\_\_

List Your Household Members, Including Yourself	Age	Relationship to You

**E. FINANCES** Please list your household's estimated take-home income and expenses for the upcoming 2012-2013 school year. If you are unsure of your income or expenses for the upcoming school year, do **not** leave these sections blank. Do **not** write "Don't Know." You **must** make an estimate by taking into consideration any changes you anticipate, such as job promotion or layoff, increase or decrease in work hours, marriage or divorce, etc. It is okay to write "0," but your application **will be disqualified** if you write "Don't Know" or leave a section blank.

1	Total Household Income	Estimated Income for 8/1/12 - 7/31/13	2	Total Household Expenses	Estimated Expenses for 8/1/12 - 7/31/13
1a.	Your Wages		2a.	Mortgage / Rent (if none, please explain here:)	
1b.	Your Spouse's / Partner's Wages		2b.	Utilities	
1c.	Other Household Members' Wages (not roommates)		2c.	Food and Clothing	
1d.	Expected Child Support / Alimony		2d.	Child / Dependent Care	
1e.	Food Stamps, WIC, TANF, Public Assistance		2e.	Medical Expenses and Health Insurance	
1f.	Social Security		2f.	Auto Loan	
1g.	Other (not including financial aid; please explain here:)		2g.	Transportation (parking, maintenance, gas, bus fare, etc.)	
1h.	<b>Total Household Income (Add lines 1a through 1g)</b>		2h.	Other Loans/Credit Cards	
			2i.	Other (not including school expenses; please explain here:)	
			2j.	<b>Total Household Expenses (Add lines 2a through 2i)</b>	

4. If your total estimated expenses (line 2j) exceed your total estimated income (line 1h), please briefly explain how you are planning to make up the difference: \_\_\_\_\_

**F. EDUCATION EXPENSES**

Please list your estimated education expenses for the 2012-2013 school year.

3	Estimated Education Expenses (for Applicant Only) 2012-2013 School Year	Total Amount for 2012-2013 School Year
3a.	Tuition and Fees for Two Terms	
3b.	Books and Supplies for Two Terms	
3c.	Other School Expenses (please explain)	
3d.	<b>Total Education Expenses (Add lines 3a through 3c)</b>	

5. The average in-state tuition and fees for two terms is \$7,605 at a public 4-year college. If your tuition and fees will exceed this amount by more than \$500, please explain your reasons for attending a school that is more expensive than the national average: \_\_\_\_\_

**G. EDUCATION & EXPERIENCE**

**Previous Education:** List most recent education first. You may include High School.

School	City & State	Diploma / Degree	Dates Attended

**Work Experience:** List most recent experience first. Include self-employment and work-study.

Business / Organization	City & State	Position Held	Dates Employed

**Volunteer Experience:** List most recent experience first. Include community, religious, charitable work, etc.

Business / Organization	City & State	Activities	Dates Involved

**Awards, Honors, Recognitions, or Scholarships:** Please list any awards, honors, special recognitions or scholarships you've received that you'd like JRF to know about.

Recognition	Description	Date, if applicable

## H. PERSONAL STATEMENT

**Purpose of the Personal Statement:** The mission of Jeannette Rankin Women's Scholarship Fund is to help women earn a college education that will allow them to find employment to support themselves and contribute to their communities. Your Personal Statement will help us learn about your life and your academic and career goals.

**Instructions for writing your Personal Statement:** On separate paper, please write a statement of no more than 2 pages addressing the following three topics. Handwritten statements will be accepted, but typing is preferred.

- 1. How have your life experiences, family, employment and volunteer work contributed to your present goals and/or hindered your ability to reach these goals?** Describe your academic and career goals. Also comment on, for example, child-rearing, home-making, eldercare or illness, as well as positive experiences and supportive relationships that have helped shape your goals.
- 2. Which of your accomplishments makes you the most proud?**
- 3. How will your education benefit yourself, your family, and your community?** The benefit to your community can be in any capacity, including as a volunteer, as a mentor, or directly through your career.

## I. PLEASE READ AND SIGN BELOW

By signing this document, I certify that all information provided is true and complete to the best of my knowledge, and that I meet all eligibility requirements as specified in this application. I also certify that I am not an employee, Board Director, volunteer, or related to an employee, Board Director, or volunteer of Jeannette Rankin Women's Scholarship Fund. If any information I have provided is found to be false, or if requested materials are missing, I understand that my application will be disqualified. Due to funding limitations, I understand that submitting this application does not guarantee selection for a scholarship. I also understand that no application materials will be returned.

I consent that my college may release information to Jeannette Rankin Women's Scholarship Fund regarding my status as a student. This information may include, but is not limited to, enrollment verification, contact information, major, graduation status, and degree or certificate earned.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

How did you learn about Jeannette Rankin Foundation scholarships?

- |   |  |
|---|--|
| <input type="checkbox"/> Scholarships.com     | <input type="checkbox"/> Friend / Family / Professor |
| <input type="checkbox"/> FastWeb.com          | <input type="checkbox"/> Financial Aid Office        |
| <input type="checkbox"/> Other Website: _____ | <input type="checkbox"/> Other: _____                |

### Is Your Application Complete?

Approximately 20% of JRF applications are disqualified for incomplete forms, missing documents, insufficient copies, or being postmarked after March 1. Remember, we require two copies of your application materials. Use this checklist to make sure your application passes the first round of review.

- Do you have two copies of your completed application?
- Do you have two copies of your personal statement?
- Do you have two copies of both letters of recommendation?
- Do you have two copies of your transcript and/or letter of acceptance?
- Did you proofread your application?
- Did you sign and date above?
- Are your two self-addressed stamped envelopes included?
- Are all materials together in one envelope?
- Will your application be postmarked by 3/1/12?

**Jeannette Rankin Women's Scholarship Fund  
Letter of Recommendation #1  
Cover Sheet**

**Applicant Last Name:** \_\_\_\_\_ **First:** \_\_\_\_\_

**About Jeannette Rankin Fund Scholarships**

Jeannette Rankin Fund, named in honor of the first woman elected to the U.S. Congress, annually awards scholarships to women pursuing a college education. Since 1978, JRF has awarded over one million dollars in scholarships to low-income adult women who have a vision of how an education will benefit themselves, their families and their communities. Selection for Jeannette Rankin Fund scholarships is very competitive. The student listed above is requesting your recommendation for a scholarship for the 2012 - 2013 school year.

**Instructions**

On separate paper, preferably on letterhead, please comment on the following. Use examples when possible:

- The applicant's academic and/or career goals.
- Her potential for success in her chosen field.

Please attach this cover sheet to your letter and return it to the applicant.\*

She will need to submit this letter with her scholarship application, postmarked by March 1, 2012. Letters will not be accepted by fax or e-mail.

**Questions?**

Contact Jeannette Rankin Women's Scholarship Fund at [info@rankinfoundation.org](mailto:info@rankinfoundation.org) or 706-208-1211.

**Your Contact Information**

Your Name: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

College/Business/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How do you know the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If you would like this letter to be confidential, you will need to make a second copy of your letter and seal both copies in separate envelopes before returning to the applicant. She is required to submit two copies with her application. If you do not make a second copy, the applicant will be required to open the envelope to make the second copy.

**Jeannette Rankin Women's Scholarship Fund  
Letter of Recommendation #2  
Cover Sheet**

**Applicant Last Name:** \_\_\_\_\_ **First:** \_\_\_\_\_

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**Your Contact Information**

Your Name: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

College/Business/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How do you know the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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