**Upper New York Annual Conference of The United Methodist Church Undergraduate Scholarship Program Application Instructions**

This form provides information about all of the scholarships listed on the application form. Different requirements may apply for some of the funds. The following guidelines will help you decide for which funds to apply. Also be sure to fulfill any special requirements noted for a fund. The **APPLICATION FORM** and **ALL OTHER REQUESTED MATERIALS (APPLICATION PACKAGE)** are to be returned **per instructions** postmarked no later than **April 10, 2018** to:

Scholarship Committee

Attn: Cherish McGowan

Upper New York Conference

of The United Methodist Church

7481 Henry Clay Blvd.

Liverpool, NY 13088

Or by email to:
scholarships@unyumc.org

**Late or incomplete application materials will not be processed.**

**BASIC REQUIREMENTS FOR FINANCIAL AID:**

(Please read carefully prior to completing the application)

1. The **APPLICANT** must be an active, full member of a United Methodist Church within the Upper New York Annual Conference for at least one year prior to applying.
2. The **APPLICANT** must be accepted in an accredited two or four-year college or university as an undergraduate student. He/she must be taking at least the minimum number of courses required by the school for full time status.
3. The **APPLICANT** must maintain an academic average of (C+) or better to qualify for the initial or any additional grant.
4. It is imperative that all information be received in the Conference Center Office postmarked no later than **April 10, 2018**. Failure to meet this deadline may jeopardize the grant request. KEEP THIS INSTRUCTION FORM FOR YOUR RECORDS, and return only the **APPLICATION PACKAGE**.

**SCHOLARSHIP AND GRANT DESCRIPTIONS AND SPECIAL REQUIREMENTS**

1. **Conference Merit Award:** The annual Student Day special offering supports General Conference Loans and Scholarships. Of the total funds collected from churches in our conference, the General Conference sets aside 10% for this scholarship. Awards are to United Methodist students who are enrolled in an institution of higher education recognized as United Methodist by the University Senate (see list at http://tiny.cc/umcollegesuniversities). Merit is evaluated in terms of academic scholarship, church involvement, financial need, vocational preparation for ministry, or other service. Your church must have participated in the Student Day offering. Applicants must apply online using this link: (http://www.gbhem.org/loans-scholarships/scholarship-applications). **To be eligible for this award, your church must have participated in the Student Day offering within the past 12 months.** APPLICATION DEADLINE: March 5, 2018
2. **Lottie Brown Grant:** This scholarship is intended for those preparing to enter a career in Christian service. A statement of your faith journey and philosophy of life is given high consideration. Those planning to enter some form of Christian Ministry will receive greater consideration. See application instructions below for this scholarship:

**APPLICATION PACKAGE CHECKLIST for Lottie Brown Grant**

General: Submission of the application may be by one or a combination of the following methods.

1. Complete the **APPLICATION FORM**, print out two copies, one for your records, sign the other and include it in the application package. (The application form may be completed in PDF, then printed for mailing, or emailed to scholarships@unyumc.org )
2. Have an **OFFICIAL TRANSCRIPT** of your latest academic work prepared and submit it in a sealed envelope within the application package. (If your school has the capability, transcripts may be emailed to scholarships@unyumc.org )
3. Have your pastor complete a **CERTIFICATE OF CHURCH MEMBERSHIP** form and **write a letter of recommendation (see exceptions on form)** for inclusion in your application package. Note that you must check off which scholarships you are applying for **before** asking your pastor to complete the form. Ask your pastor to seal this form and letter in an envelope before giving it to you to include in the application package. (Pastors may complete this form, and email it and their letter to scholarships@unyumc.org )
4. Have a teacher (if you are a High School Senior), professor (if you are a college student), or employer (if you have been out of school for one or more years) write a letter of recommendation using the **LETTER OF RECOMMENDATION FORM**. The letter of recommendation must not be written by a relative (by blood or marriage). You must complete the top of the form before giving it to the recommender. Ask the recommender to seal the letter in an envelope before giving it to you to include in the application package. (Recommenders may complete this form, and email it and an attached letter to scholarships@unyumc.org
5. Mail the Application Package. **Any applications postmarked after April 10, 2018 will not be accepted.**
6. Let your Pastor and recommender know that they may obtain forms online at: <http://www.unyumc.org/ministries/2018-uny-scholarship>.

**It is suggested that you note the date on which you ask for each of the above items, then follow up after about one week to make sure each has been carried out.**