



Please read all of the following information completely before contacting Possible Woman Foundation International with questions. You should be able to find all of your answers in this document.

Possible Woman Scholarship Winners ~

The Possible Woman Foundation International (PWFI) scholarship program has awarded over \$100,000 in scholarships since its founding 2001. While each year nearly 2000 applicants apply for the scholarships, we are only able to recognize a small number of winners. The selection committee is focused on identifying special women – non-traditional students whose education was delayed or interrupted, individuals with a vision to succeed regardless of any obstacles that life has put in their way. We are especially interested in recognizing women who give back to their communities and whose goals and desires for education align with their passions. Additionally, preference is given to women who are pursuing their educational endeavors in the state of Georgia.

This may include women who are returning to school after a hiatus, changing careers, seeking advancement in their career or work life, and stay-at-home moms entering the work place and in need of additional education/training. This scholarship is not intended for recent high school graduates or women who are eligible for or who have already received other significant financial aid.

Scholarship Information ~

The money provided by the PWFI scholarship may **only be used to pay for tuition and fees at the educational institution**. The scholarship check will be made out directly to the institution with instructions to **only** apply the funds to the student's current account to pay for school tuition and fees. **No exceptions will be made.**

The exact amount of each scholarship and the total number of scholarships to be awarded will vary from year to year (7 scholarships were awarded in 2009). The approximate value of each award for 2010 will be \$2,000 - \$5,000 (amount is subject to change).

Eligibility Criteria ~

1. Scholarship applicants must be accepted into a program of study at an educational institution, as evidenced by a proof of acceptance – either an acceptance letter OR a current transcript.
2. Applicants must be at least 25 years of age as of the date of the postmark of the application.
3. Applicants will be considered without regard to race, color, religion, national origin, and/or physical impairment.

4. Applicants must complete the application form and essay requirement and must mail all required materials to the address provided. All materials being submitted for an applicant (application, recommendation letters and program acceptance letter or current transcripts) must be submitted in one package. All material related to an applicant must note the applicant's name and email address. The application package must be postmarked no later than Friday, January 22, 2010. No exceptions will be made.
5. Applicants are responsible for gathering and submitting all necessary information. Applications will be evaluated based on the information provided; therefore, all questions should be answered as thoroughly as possible. **Incomplete applications will not be considered.** Once an application has been submitted, no changes will be allowed to the application.
6. Scholarship recipients will be chosen based on a number of criteria, including financial need, other funding received, career/life goals, essay content, leadership and participation in community activities, and honors and awards received. Please see the Additional Information section for detailed information on selection criteria and application requirements.
7. Provided that a valid email address is included, each applicant will be notified of the status of her application no later than March 26, 2010. Only a select number of applicants will be chosen as recipients.
8. Acceptance of a scholarship award constitutes permission for PWFI to use the recipient's name, biographical information, and photo for publicity purposes.
9. Recipients of scholarships will be responsible for any and all taxes that apply to receipt of a scholarship under the law of their state of residence. Applicants should check with the appropriate state agency or with an accountant or lawyer specializing in tax questions. PWFI cannot answer questions about taxes
10. Board members of PWFI or employees of PWFI are not eligible for a receipt of a scholarship, nor are relatives of board members or employees of PWFI.
11. The 2010 Possible Woman Foundation International scholarships will be presented and winners recognized at an awards dinner on Monday, April 19, 2010 in the metropolitan Atlanta, Georgia area. **Each scholarship recipient must attend the awards dinner in order to qualify for her scholarship.** Travel arrangements will be made by PWFI, and all expenses associated with travel and lodging will be paid by PWFI. The awardees will also be given the opportunity to attend the Possible Woman Leadership Conference, Tuesday, April 20, 2010 as part of her award.
12. All materials submitted become the property of PWFI and will not be returned to the applicant.
13. Applicants for domestic scholarships must be a current resident of the United States (including Puerto Rico), or a U.S. citizen living abroad who is applying for study at an educational facility located within the United States. Foreign nationals living in the United States who have a green card and who plan to study within the United States may also apply. PWFI does not award scholarships for study outside of the United States.
14. PWFI provides international scholarships for study under the auspices of educational institutions and organizations that are equipped to properly screen and sponsor students who do not reside in the United States. These scholarships are awarded only to international students who will be studying at educational facilities located within the United States. At this time we do not accept direct applications from international students; students will be referred to us by the institutions and organizations that will sponsor them.

Additional Information ~

Selection Criteria

The primary selection criteria the committee will consider are:

- Financial Need (based upon employment, family contribution, other scholarship funding, other income, etc.)
- Personal Vision (alignment of goals with life journey)
- Service to Community
- Future Plans, i.e., how the applicant plans to apply her education

The Possible Woman Foundation International is looking for special scholarship recipients who will use this opportunity and the education that they receive to better themselves and to help others around them.

Application Requirements

Please comply with all of the following application requirements:

- Answer all questions on the application form; **incomplete applications will not be considered.**
- Typewritten applications are recommended and preferred, however, handwritten applications will be accepted. Please ensure that your handwritten application is legible. Essays should be a maximum of two pages, one-sided, double-spaced, preferably 12 point, Times New Roman font. If you do not have Times New Roman font please avoid cursive fonts, as these can be difficult to read .
- Applications must be sent via U.S. mail and must be postmarked by January 22, 2010. Provided that a valide email address is included, an email acknowledgement will be sent when your application has been received.
 - o **NOTE:** Please plan ahead; do not wait until the last minute to send in your application. When sending your application materials via U.S. mail, please ensure you indicate that the requirement for a signature is to be waived. Applications requiring a signature of receipt will not be accepted. We will not make exceptions to the deadline due to delays in delivery. If you wait until the last minute you risk missing the deadline.
- Do not send binders, DVDs, cassettes, transcripts, or any other extraneous materials that are not specifically requested by the PWFII scholarship committee.

Recommendations

- Two letters of recommendation are required. At least one of these should be from someone who knows the applicant in a professional or work-related relationship, including volunteer work. The second recommendation may be personal or professional. Recommendation letters from relatives will not be accepted.
- The applicant's full name and email address should be on each recommendation letter.

- The purpose of the letters of recommendation is to assist the committee in our evaluation and decision-making. Recommendation letters should address the following points:
 - o his/her observation of your level of commitment to pursuing future plans, and your ability to stick with a program once you've made a commitment
 - o information about your character that the person would consider important when describing you to a stranger
 - o why he/she is recommending you as a scholarship recipient
 - o what he/she thinks you bring to the table that makes you unique among the many applicants
 - o he/she should be as straightforward as possible; honesty and sincerity always show through the verbiage!

Other

- Scholarship applicants must submit proof of acceptance from your educational institution – either an acceptance letter OR a current transcript (there is no need to send both).
- Upon completion of the application cycle—after the scholarships are awarded—all materials will be shredded and disposed of in order to ensure your privacy and the security of your personal information.
- Scholarship recipients must submit a photograph—hard copy or digital (preferred) - to the committee after receiving confirmation of the award. This photograph will be used for publicity purposes, and may be included on the PWFJ website and in other promotional materials. Hardcopy pictures will not be returned so please do not send your only copy.
- PWFJ requires an email address for each applicant. If you do not have your own email address, please provide one belonging to a friend or relative who would be willing to accept and send messages for you.
- Any additional communication that may be necessary regarding the application process will be handled via email.
 - o All of the PWFJ scholarship committee members are volunteers, with full time jobs and families. It is not possible to quickly respond to telephone calls and emails from thousands of applicants, and we are not available 24/7 even for email responses. We have made every effort to include all necessary information on the website and in the eligibility criteria. After reading the information thoroughly, if you still have questions please send an email to us at **info@possiblewomanfoundation.org** and you can expect a response within 72 hours or 3 working days.
 - o All applicants will receive email confirmation upon receipt of their application. Please do not call or email the committee to ask if your application has been received. If you do not receive an email within ten days after sending in your application you should presume that it was not received.
 - o After the selection process is completed and award recipients have been notified the selection committee will send an email to the remaining applicants informing them of their status. Please do not contact the committee to inquire about your status; we will contact you. All applicants will be notified of their status no later than March 26, 2010.
 - o Remember – plan ahead! We will not extend the scholarship deadline to accommodate last-minute applications that do not arrive on time, regardless of the reason.