



***The David L. Kirtland and
Marijo M. Kirtland Foundation Scholarship***
provides scholarships for deserving students.

Application Deadline

***You must submit your application and supporting
documents no later than midnight EST on May 15, 2023.
No exceptions will be made to the deadline.***

ELIGIBILITY

- ***Applicants must be high school seniors, current college students, graduate students, or professional students. Applicants may attend any accredited, public or private, two-year or four- year college, university, technical college, graduate school, or trade school (trade school example: automotive, beauty, carpentry, culinary, electrical, plumbing, etc.).***
- ***Applicants must have resided within the boundary limits of Lackawanna County for at least one year prior to graduating high school and/or completing an application for the Kirtland Foundation Scholarship. Addresses will be checked closely for eligibility.***
- ***Applicants must be business students. By business students, it is meant a field of study in business, accounting, finance, marketing, human resources, public administration, tax, economics, management, labor relations, or some other related major leading to a career in the business field.***
- ***High school senior applicants must maintain grades that fall within the top 20% of their class and be participating in an academic curriculum that would qualify them for acceptance into a business-related field.***
- ***College applicants must maintain grades that qualify them for the Dean's List at their college.***
- ***Family income or qualifying students cannot exceed amounts set by Trustees. Current adjusted gross income limitations are \$77,535 for one dependent, \$82,183 for two dependents, and \$86,750 for three or more dependents.***

Complete This Application Packet

You must submit the following additional materials:

Additional Materials Required for BOTH Dependent Students and Independent Students:

1. **Applicants who are graduating from high school must submit an OFFICIAL TRANSCRIPT with grades, cumulative GPA, RANK IN CLASS, SAT/ACT scores posted through the Fall semester for high school seniors.**
2. **Submit a STATEMENT OF LIFE PLANS. This must include your educational goals and vocational goal toward a career in a specific business-related field. Including your reasons for your goal choices is important for the Selection Committee. The recommended length is 500 words.**
3. **Attach a page with ACADEMIC, HONORS, LEADERSHIP, AND COMMUNITY SERVICE, ETC.**
4. **Dependent students must submit a signed copy of a parent's FEDERAL TAX FORM 1040 (pages one and two only) for both parents (if applicable) for the latest year these forms were filed. Independent students must submit a signed copy of parent's FEDERAL TAX FORM 1040 (pages one and two only) for both parents (if applicable) for the latest years these forms were filed AND a signed copy of their FEDERAL TAX FORM 1040 (pages one and two only) for the latest year these forms were filed.**

Additional Materials Required for Independent Students

1. **Applicants must be 18 years or older.**
2. **Applicants must maintain permanent residence separate from parents' or other relatives' homes. Evidence of separate address must be included with the application (i.e. copy of driver's license, voter registration, etc.) Evidence must be dated prior to the date of the application. Applicants must submit a signed copy of their lease agreement.**
3. **Applicants must submit a budget statement showing income and expenses.**
4. **Submit a copy of your health insurance card, car registration, and cover sheet from the auto insurance policy all evidencing student as owner. Exception: Students up to age 26 may be covered under parents' health insurance per the Affordable Care Act of 2010.**
5. **Applicants must submit a copy of their student loan account balance.**
6. **Applicants must submit signed copies of personal income tax returns (Federal) for BOTH applicants and parents (Note: If you are not claimed by your parents and did not file taxes on your own, you must submit in writing a statement that you had no earned income and did not file a tax return).**

7. *Applicants cannot be considered for independent status if any of the following statements are true:*
- a. *Applicant will be a college freshman*
 - b. *Applicant is claimed as a dependent on parent's federal or state income tax return.*
 - c. *Applicant is covered under parents' health, dental, or automobile insurance. See exception above under Number 4.*
 - d. *Applicant lives in a home with the parents at any time during a calendar year.*
 - e. *Applicant's automobile is registered in parent's name.*
8. *All proof of independent status (i.e. health insurance card, car registration, etc.) must be dated prior to the date of the application.*

Value of Scholarship Award

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 are only to be applied to the cost of tuition, fees, books, and supplies should not exceed these costs. Scholarship awards must be used in the year they are awarded.

Failure to submit the required materials will result in the permanent loss of the scholarship. Unused funds must be returned to the David L. Kirtland and Marijo M. Kirtland Foundation Scholarship.

Schools Recipient Can Attend

Successful recipients may attend any accredited, public or private, two-year or four-year college, university, technical college, graduate school, or trade school (trade school examples: automotive, beauty, carpentry, culinary, electrical, plumbing, etc.). All recipients must be full-time each semester and working toward a degree in business. By business, it is meant a field of student in business, accounting, finance, marketing, human resources, public administration, tax, economics, management, labor relations, or some other related major leading to a career in the business field.

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.

Inability to Attend Consecutive Semesters

Extenuating circumstances requiring a student to sit out a semester must be explained in writing to the Kirtland Foundation Scholarship Committee, c/o Tellie and Coleman, 310 E. Drinker Street, Dunmore, Pennsylvania 18512. You will be notified of the final decision. If a recipient is out for a semester, then that semester is forfeited.

Scholarship Selection

Applicants who successfully meet ALL the eligibility requirements, including the residency requirement, and who meet the filing deadline requirements are selected to receive the scholarship.

Scholarship Recipient Notification

All recipients will be notified by email.

Renewable Scholarship

Scholarships may be renewable. All applicants must submit a new complete application each year.

**David L. Kirtland and Marijo M. Kirtland Foundation Scholarship
Pre-Qualifying Criteria and Questions**

*I am a high school senior, current college student, graduate student,
professional student, or trade school student.*

I reside within the prescribed areas as specified by the Kirtland Foundation rules.

*I am a business student. I am studying in business, accounting, finance,
marketing, human resources, public administration, tax, economics, management,
labor relations, or some other related major leading to a career in the business field.*

*I am a high school senior who maintains grades that fall within the top 20% of my
class and am participating in an academic curriculum that will qualify me for
acceptance into a business-related field OR I am a current college student who
maintains grades that qualify me for the Dean's list at my college/university and
am participating in an academic curriculum that will qualify me for acceptance
into a business-related field.*

*My current family-adjusted gross income falls within the limitations of the
Kirtland Foundation rules: \$77,535 for one dependent or less, \$82,183 for
two dependents, and \$86,750 for three or more dependents.*

Are you currently a high school senior?

*Are you an employee or a family member of the Trustees, their spouses,
ancestors, children, grandchildren, great-grandchildren or the spouses of
their children, grandchildren, or great-grandchildren?*

TERMS OF AGREEMENT

YOU MUST PRINT AND SIGN THIS PAGE. INCLUDE THE SIGNED FORM IN THE APPLICATION PACKET.

I understand that certain persons may not be eligible to apply for this scholarship. In order to avoid potential conflicts of interest or the appearance thereof and in order to avoid certain forms of self-dealing described in Section 4941 of the Internal Revenue Code, the following persons shall not be eligible for or receive any scholarship offered by the David L. Kirtland and Marijo M. Kirtland Foundation Scholarship.

- *Any 'Interested Person': (which term includes, for the purposes of this document, any donor, trustee, selection committee member, and those otherwise deemed to be 'disqualified persons' under the Internal Revenue Code);*
- *the spouses and ancestors of interested persons;*
- *the children, grandchildren, and great-grandchildren of interested persons;*
- *the spouse of any child, grandchild, or great-grandchild of an interested person*

I acknowledge that I have read and agree to provide the additional materials required to complete my application.

I certify that the information contained in this application and all other materials submitted by me for consideration of this scholarship are to the best of my knowledge accurate and true. I also certify that the personal statement is my own work.

I authorize my school to provide the Awards Advisory Committee with any and all requested information concerning my enrollment, grades, SAT/ACT scores or any combination of the above, and any other information deemed necessary by the Awards Advisory Committee to enable them to make an informed decision regarding the selection of recipients.

I give the Kirtland Foundation Scholarship Committee permission to list my name as a scholarship recipient on the Kirtland Foundation Scholarship website if I am chosen as a recipient.

I understand that this is a competitive scholarship program. Scholarships shall be awarded on an objective and non-discriminatory basis, with neither race, creed, color, sex, age, religion, national origin nor disability being considered. Selections are based on information received from the application and the additional materials postmarked by the deadline. Decisions of the committee are final and justification for recipient selection(s) by the Awards Advisory Committee will not be disclosed under any circumstances.

I understand that if I do not submit all the required materials by the postmark deadline that I will not be considered for a scholarship.

I have read the above terms and certify that I am eligible to apply for a scholarship and that I will abide by these terms.

YOU MUST PRINT AND SIGN THIS PAGE. INCLUDE THE SIGNED FORM IN THE APPLICATION PACKET.

Signature: _____

Date ____/____/____

Print Name : _____

(By signing your name you certify that you agree to the terms of this scholarship process)

Complete this section regarding your high school information:

Name of High School: _____

Anticipated date of High School graduation: _____

Complete this section regarding your current college information:

Currently enrolled at (name of college) _____

Current classification: _____

Anticipated date of college graduation: _____

I am a business major studying the following: _____

I am a student in a Trade School studying the following _____

College major: _____

Complete this section regarding your college plans for the academic year 2021-2022:

College planning to attend (1st choice): _____

City/State location of college: _____

Type of college (2-year or 4-year): _____

College planning to attend (2nd choice): _____

City/State location of college: _____

Type of college (2-year or 4-year): _____

Classification for upcoming fall term: _____

Anticipated date of college graduation: _____

Yearly estimated cost of: **Tuition:** _____ **Books:** _____ **Fees:** _____

Complete this section regarding or applied for financial aid:

Will you be receiving any other form of scholarship aid for the academic year 2021-2022? _____

If yes, list the name of each scholarship	Award Amount	Renewable	Applied for/Known
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Complete this section regarding your work information:

Are you currently employed? _____

If yes, are you working full-time or part-time? _____

If yes, what type of work do you do? _____

If yes, where are you employed? _____

Are you a dependent or independent student? _____

Note: If you are applying as an independent student, please make sure you have read and meet all the requirements before you apply as an independent student.

Complete this section regarding your family information:

Parent names: _____

Home address: _____

If less than one year at this address, please provide former address:

Occupation: _____

Position: _____

Employer: _____

Years with firm: _____

Mother's name: _____

Home address: _____

Occupation: _____

Position: _____

Employer: _____

Years with firm: _____

PLEASE EMAIL COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:
applications@kirtlandfoundationscholarship.org.

If you prefer to mail documents:

**The Kirtland Foundation Scholarship Committee, c/o Tellie and Coleman
310 E. Drinker Street
Dunmore, Pennsylvania 18512**