

AMBUCS™ Scholars-Scholarships for Therapists

The Semi-Finalist System

In order to streamline the application process, AMBUCS™ initiated a semi-finalist system. Only students who are named to the semi-finalist listing are asked to send their supporting documents (such as the IRS form and personal statement) to AMBUCS™ Resource Center.

All students must submit an on-line application to AMBUCS™ Resource Center by April 15, 2005.

Students who are named as semi-finalists will not be contacted directly to notify them of their status. A list will be posted at www.ambucs.com/Ascholars.htm on April 22 with the names of all semi-finalists.

Students become semi-finalists one of three ways:

1

CLUB SPONSORED

A student becomes "Club Sponsored" once the chapter submits a Club Sponsored Scholarship form for that student to AMBUCS™ Resource Center by April 15, 2005. Please note, when filling out the Club Sponsored Scholarship form, you must verify the student's:

- 2005-2006 School Enrollment Certification
- Personal Statement - one-page double spaced, at least 10 pt. font
- 2004 IRS 1040 Form

(Upon completion of the on-line application, students should print out a copy of their completed application and provide it to your chapter for your records. AMBUCS™ Resource Center will not need a hard copy of the application.)

When submitting the club sponsorship form, please be sure to clearly write the student's full name, Social Security number, and your chapter name on the form.

Once declared to be a semi-finalist, the student must submit by May 15, 2005, to AMBUCS™ Resource Center:

- 2005-2006 School Enrollment Certification
- Personal Statement - one-page double spaced, at least 10 pt. font
- 2004 IRS 1040 Form

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PREVIOUS RECIPIENT OF AN AMBUCS™ SCHOLARSHIP

Previous recipients of an AMBUCS™ Scholarship will also automatically become semi-finalists upon submitting a new application.

FINANCIAL NEED RATIO

The remaining pool of applicants (students who are not club sponsored or previous AMBUCS™ Scholars recipients but have submitted an on-line application by April 15th) will be selected as semi-finalists based on a financial need ratio. Students who rate the lowest scores on the financial need ratio in the scholarship system are the students in the most need. Semi-finalists will consist of the 25% lowest scores of remaining applicants. This information will be compiled after the April 15th deadline. AMBUCS™ Resource Center will notify these students of their semi-finalist status and will instruct them on submitting the support documents.

How to Obtain Student Leads for Club Sponsorship

If your chapter wishes to receive student leads for club sponsorships, you MUST submit to AMBUCS™ Resource Center the AMBUCS™ Scholars Chapter Scholarship Chairman Preference Form.

Then, once a week, beginning on January 24, 2005, AMBUCS™ Resource Center will process a batch of on-line scholarship applications. Student leads will then be distributed to the chapters based on state and school locations. The student leads can be sent to you as MS Word document, MS Excel spreadsheet or a text document. The AMBUCS™ Scholars Chapter Scholarship Chairman Preference Form is enclosed.

Timeline for Chapters

January 15, 2005 - April 15, 2005

Student online applications are accepted via www.ambucs.org. *Students are instructed to submit a printed copy of their on-line application to the sponsoring chapter.* AMBUCS™ Resource Center will direct student sponsorship leads to the chapters.

April 15, 2005

Deadline for all student applications

All club sponsorship forms are due into AMBUCS™ Resource Center

April 22, 2005

Semi-Finalists are declared!

AMBUCS™ Resource Center will post a list of all semi-finalists on-line at <http://www.ambucs.org/Ascholars.htm>. It is the responsibility of the students to check this list for their name. They will not be notified by mail.

May 15, 2005

All supporting documents from semi-finalists must be received by AMBUCS™ Resource Center (Attn: National Scholarship Committee PO Box 5127, High Point, NC 27262).

Documents must be mailed. Faxed documents are **not** accepted.

Supporting Documents include:

1. Program Acceptance/Enrollment Certification
2. Personal Statement: one-page double-spaced, at least 10 pt. font
3. 2004 IRS 1040 Form

Early June 2005

Scholarship committee meets to award scholarships.

June 25, 2005

Awards notices are mailed to scholarship winners only.

June 30, 2005

Scholarship awards notices are mailed to chapters. Certificates are available upon request by contacting Janice at (336) 869-2166 or janiceb@ambucs.org.

Supporting Documents

Since all club-sponsored students are automatic semi-finalists, it is recommended that your chapter verify all supporting documents from the students before declaring them club sponsored. Once the applicant is declared to be a semi-finalist, they must submit to AMBUCS™ Resource Center the supporting documents in the following format:

1. Have the student write his/her social security number in the upper right hand corner of all support documents.
2. Place the Program Acceptance/Enrollment Certificate as the top document.
3. The second document should be the personal statement, which should be typed and no more than one page, double-spaced, at least 10 pt. font.
4. Third, attach a copy of the 2004 IRS 1040 form. The student should include his/her parent's 1040 if the student is parent supported (i.e. if the parent or guardian claims the student as a dependent on tax forms and helps pay the student's expenses).
5. Please staple the documents together in the upper left-hand corner.

**Due to poor reproduction quality, faxes can not be accepted. Please mail all documents to:*
National Scholarship Committee
c/o AMBUCS Resource Center
PO Box 5127
High Point, NC 27262

Please note that all of the above information is available on-line at www.ambucs.org.

Enclosures

- Club Sponsorship Form
- School Program Acceptance/Enrollment Certification
- Chapter Scholarship Chairman Preference Form

Club-Sponsored Scholarship Form

Must be submitted by April 15 to AMBUCS™ Resource Center

From: _____ Chapter

To: The National Scholarship Committee
C/o AMBUCS™ Resource Center
PO Box 5127
High Point, NC 27262
336-869-2166 or fax 336-887-8451



Be sure the applicant provides the following support documents to your chapter or submits the following items to AMBUCS™ Resource Center:

School Enrollment Certification
Student Personal Statement
IRS 1040 Form

This letter certifies that the _____ Chapter of AMBUCS™ has complied with the following criteria and thereby requests that the applicant listed below be considered as officially sponsored by the aforementioned Chapter.

Applicant Social Security Number: _____

Name: _____
(Last) (First) (Initial)

Mailing Address: _____

City: _____ State: _____ Zip: _____

1. Is the student a previous recipient of a National AMBUCS Scholars Award? Yes No
2. Interviewed Applicant Date: _____
3. Presentation by Applicant, written or verbal, given to general membership Date: _____
4. Sponsorship motion approved by Board of Directors Date: _____
5. Sponsorship motion approved by general membership Date: _____

Signed: _____
(Club President or Scholarship Chair)

Title: _____

Date: _____

Scholarship Chair: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Recommendations or Comments: _____

Student's Social Security Number: _____

AMBUCS™ Scholars

PROGRAM ACCEPTANCE OR ENROLLMENT CERTIFICATION

I have been named a semi-finalist for an AMBUCS™ Scholars – Scholarships for Therapists Award. In order to proceed with the next phase of the application process, I must submit a completed program acceptance/enrollment certificate to AMBUCS™ by **May 15**. Please complete the information below and return to me as soon as possible as proof of acceptance in your program.

Signed _____
(Scholarship Applicant)

TO: AMBUCS™ NATIONAL SCHOLARSHIP COMMITTEE

1. This is to certify that _____
(Scholarship Applicant)

has been accepted for enrollment in

Discipline: Occupational Therapy, Physical Therapy, Speech Pathology, or Hearing Audiology)

2. We understand that a scholarship grant is only payable to the school for credit to the student's account. Make scholarship checks payable to:

Signed _____ (Title)

(School or University) Title _____
(Admissions Officer, Registrar, or Program Director)

(Street or PO Box) Date _____

(City, State, Zip) (_____) Telephone _____

Instructions for student: Please be sure to include your social security number in the upper right hand corner. Submit it with the other support documents required. This Program Acceptance/Enrollment Certificate should be the top document. The second document required is your personal statement, which should be typed and no more than one page, double-spaced. Third, attach a copy of last year's IRS 1040 form. Include your parent's 1040 if you are parent supported (i.e. if your parent or guardian claims you as a dependent on his or her tax forms and helps pay your expenses). Staple the documents together in the upper left-hand corner. Please mail this completed form as well as the other support documents to AMBUCS™ Scholars, AMBUCS™ Resource Center, PO Box 5127, High Point, NC 27262. Note: Due to poor reproduction quality, faxes are not accepted.



AMBUCS™ Scholars

Chapter Scholarship Chairman

Preference Form

This form is intended to identify your chapter's preference in receiving potential club-sponsored applicant information. This information will be sent to the chapters from AMBUCS™ Resource Center on a weekly basis, based on your chapter's preferences. Due to the nature of the student lead process and the geography of the chapters, it is likely that student information will be sent to more than one chapter. **Please submit by February 1.**

Chapter Name: _____ Chapter No. _____

Scholarship Chair: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____

Preference for receiving student lead information:

Mail Fax Email Do not forward any leads

Format Preference for student lead information:

Word document Excel Spreadsheet text (.txt)

Send me leads on students living in any of the following three states:

1. _____
2. _____
3. _____

Send me leads on students attending any of the following three schools:

1. _____
2. _____
3. _____

Please submit this form to: AMBUCS™ RESOURCE CENTER
PO BOX 5127
HIGH POINT, NC 27262
PHONE: 336-869-2166
FAX: 336-887-8451
AMBUCS@AMBUCS.ORG