



## LOWER MERION TOWNSHIP SCHOLARSHIP FUND

BOX 346, ARDMORE, PENNSYLVANIA 19003-0346  
610-645-1893 E-mail: [lmsf@lmsd.org](mailto:lmsf@lmsd.org)

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November 2009

To: All Lower Merion Township Scholarship Applicants

From: The Lower Merion Township Scholarship Fund

Subject: Instructions for Application for 2010-2011 Academic Year

To be eligible to receive a Lower Merion Township Scholarship, you must have graduated from or be a graduating senior at Harriton or Lower Merion High Schools, have been a resident student in the Lower Merion School District for four years, and remain a full-time undergraduate student during the time of the grant. A grant can be renewed, annually, for a maximum of eight semesters. Even if you do not start school until the spring semester, you still must apply by the deadline.

We are enclosing the necessary forms and instructions to apply for a scholarship grant for the 2010-2011 academic year. You will find:

1. Instructions
2. Application
3. Student Record Release Form
4. Reference letter w/envelope
5. Keep the envelope this came in to mail application, autobiography, and parent's 2008 tax return to us.

**PLEASE READ ALL INSTRUCTIONS CAREFULLY.** We must have all forms completed and returned to our office by February 15, 2010. Due to an ever increasing number of applicants, we must hold fast to our February 15<sup>th</sup> deadline. Please also pay attention to deadlines of the schools to which you are applying. If you have questions concerning our instructions, please contact your Guidance Counselor or Fran Guinnane at [guinnaf@lmsd.org](mailto:guinnaf@lmsd.org) or at the Scholarship Office, 610-645-1893. You may also write to the Scholarship Fund at the above address. **If you do not follow these directions, we will not be able to process your application.**

## INSTRUCTIONS FOR COMPLETING LMTSF APPLICATION

1. The **Student Record Release Form** (enclosed) must be filled out and returned to your Guidance Office by **January 31, 2010**. The Guidance Office will send your transcript to us.
2. The **Application** must be completed and postmarked to our office by **February 15, 2010** in the envelope labeled “Lower Merion Township Scholarship Fund” (your packet). Please advise the person from whom you are requesting your **Reference Letter** (#12 on application) that it is due to our office by **February 15, 2010**.
3. **2008 IRS Statement(s) for both parents** (which will be forwarded to our Financial Aid Consultant), enclosed with your application. If an IRS form was not filed last year, a letter of explanation must be sent. This must be postmarked to our office by **February 15, 2010**.
4. The **CSS/Financial Aid Profile Registration Guide** with Profile Registration and Application information to complete via the Internet at [www.collegeboard.com](http://www.collegeboard.com). You should register as soon as possible (**preferably no later than December 15, 2009**). It must be completed on time so that your Financial Aid Profile Application is filed by our **February 15, 2010** deadline. You may use your estimated 2009 Tax Information if necessary. Not completing your personal IRS filing is not an excuse for missing the deadline. These figures may be revised later. **The Lower Merion Scholarship Fund’s CSS code, #0740**, must be included in your Profile Application. Even if the schools to which you are applying do not require the filing of a Profile Application, you must file with our code number in order to be considered for a LMTSF grant. *Contact your guidance counselor if you feel you may qualify to waive the \$25 application fee.*

If biological or adoptive parents are divorced, separated, or are no longer living in the same household a Noncustodial PROFILE must be completed as outlined in the CSS Guide. If, for any reason, it cannot be completed please include a letter stating the reason and circumstances with your application.

5. **FAFSA (Free Application for Federal Student Aid)**. Although not required for this application, we strongly urge you to apply on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This may help you obtain financial aid from other sources. It may be helpful to print out a copy of your CSS Profile application to work on the FAFSA, since most of the information will be the same.

2009-2010 SCHOOL YEAR APPLICATION FORM  
LOWER MERION TOWNSHIP SCHOLARSHIP FUND  
BOX 346, ARDMORE, PA 19003-0346 \* (610) 645-1893  
[lmtsf@lmsd.org](mailto:lmtsf@lmsd.org)

**Print or Type in Black ink**

1. **Applicant's Name** \_\_\_\_\_  
(First) (Middle) (Last) (Social Security Number)  
Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Graduation Year \_\_\_\_\_ HHS/LMHS (Circle one)  
Home Address \_\_\_\_\_  
(Street) (Town) (State) (Zip)  
Home Phone \_\_\_\_\_ cell-phone: \_\_\_\_\_ e-mail \_\_\_\_\_  
**E-mail Address to which renewal applications and LMTSF correspondence will be sent:** \_\_\_\_\_
2. **Father's full name** \_\_\_\_\_ (Circle one) Living Deceased  
(First) (Middle) (Last)  
Father's Address \_\_\_\_\_  
(Street) (Town) (State) (Zip) (Phone)  
Occupation \_\_\_\_\_ Employer: \_\_\_\_\_ Phone/e-Mail: \_\_\_\_\_
3. **Mother's full name** \_\_\_\_\_ (Circle one) Living Deceased  
(First) (Middle) (Last)  
Mother's Address \_\_\_\_\_  
(Street) (Town) (State) (Zip) (Phone)  
Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Phone/e-Mail: \_\_\_\_\_
4. **Guardian's full name :** \_\_\_\_\_  
(First) (Middle) (Last)  
Guardian's Address \_\_\_\_\_  
(Street) (Town) (State) (Zip) (Phone)
5. Print the names of the schools you attended, and the grade(s) you attended in each school:  
**Elementary:** \_\_\_\_\_  
**Middle:** \_\_\_\_\_  
**High:** \_\_\_\_\_ **Date of High School Graduation:** \_\_\_\_\_
6. Some of our **Special Awards** are for students with physical disabilities. If you wish to be considered for such an award, please describe your disability. \_\_\_\_\_
7. Indicate the extracurricular and community activities in which you participated, the number of years, and any offices, awards, or honors:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What paid employment/work experience have you had during high school, including summer jobs? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. What are your educational and/or professional goals: \_\_\_\_\_  
 \_\_\_\_\_
10. List all scholarships or loans for which you have applied or will apply: \_\_\_\_\_  
 \_\_\_\_\_
11. List the names and relationship of members of your immediate family now attending college. Indicate the college and year of expected graduation for each. \_\_\_\_\_  
 \_\_\_\_\_
12. Provide **reference letter** to an individual (counselor, clergy, teacher etc.), requesting it be completed and returned to the Scholarship Office in the envelopes provided before February 15, 2010.

13. List the institutions to which you have applied and indicate the status of your application (no more than the 6 most likely to be selected):

| Institution | Accepted / Pending | Institution | Accepted / Pending |
|-------------|--------------------|-------------|--------------------|
| 1. _____    |                    | 4. _____    |                    |
| 2. _____    |                    | 5. _____    |                    |
| 3. _____    |                    | 6. _____    |                    |

14. On a separate page, **write a one-page autobiographical sketch**. Include experiences which have had important effects upon your development or your educational and occupational plans, and the accomplishment that has given you the greatest satisfaction. Paper clip your autobiographical sketch to this application.
15. I have completed and submitted the following:
- a. A copy of my parents **2008 Income Tax Return** is included with this application.  
 If my parents did not file Income Tax Returns, a letter of explanation was sent instead.
  - b. **CSS/Financial Aid Profile Registration** was completed on-line with the Lower Merion Township Scholarship Fund's **CSS code #0740** on \_\_\_\_\_.
  - c. **Divorced/Separated Parent's Statement**: If applicable, a letter stating why my noncustodial parent could not complete their portion of CSS Profile is included with this application.
  - d. **Transcript**: I submitted the Student Record Release Form to the Guidance office on \_\_\_\_\_, releasing a transcript to the LMTSF.

I understand, that if awarded, this aid is for one year only and that I must reapply annually, and that I will provide two pictures of myself for the annual brochure. Should I receive a scholarship from any other source, I agree to notify the Lower Merion Township Scholarship Fund Committee immediately. I have read this application and certify that all statements on it are true and complete to the best of my knowledge, and I hereby apply for financial aid from the Lower Merion Township Scholarship Fund.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

Check to see that your application is completely filled out. **No application will be processed unless all the Requirements are completed by February 15, 2010.** Please contact the Scholarship Fund Office (610) 645-1893 or your guidance office, if you have any questions about this application.

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*Applicant's Name*

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*Address*

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*Date*

Dear \_\_\_\_\_,

I've applied to the Lower Merion Township Scholarship Fund and have need of a reference. I would appreciate your answering the questions on the next page as fully and frankly as possible, and returning it in the enclosed envelope. Your comments will be held in strict confidence and will only be made available to the members of the Selection Committee who make the actual selections.

If you would rather E-Mail, the address is: [guinnaf@lmsd.org](mailto:guinnaf@lmsd.org)

The reference is requested as soon as possible and no later than March 5, 2010.

For teachers, if you are doing a letter for a College or a University, a copy of that is acceptable.

I appreciate your help with this.

Sincerely,

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*Name of Reference*

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*Address*

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*Date*

Members of the Selection Committee,

This reference is for: \_\_\_\_\_, who has requested I provide the following information as part of the Lower Merion Township Scholarship Fund application.

1. How long have you known the applicant?
  
2. What is your occupation and connection to the applicant?
  
3. What would be your evaluation of the applicant's character, ability to get along with others and future potential? (Please use the reverse side if necessary).
  
4. What in your opinion are his/her most significant talents?
  
  
5. His / her most significant limitations?

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Your Signature

