

**CURTIS/RICKETTS CONTINUING EDUCATION SCHOLARSHIP**  
**INFORMATION AND GUIDELINES**

**1. Purpose.** The purpose of the Curtis/Ricketts Continuing Education Scholarship is to provide financial assistance to John Knox Presbyterian Church (“JKPC”) members, relatives of JKPC members, or persons referred by JKPC members who will be attending a post-secondary college, university, or trade school. The scholarship is for undergraduate education only and shall not be awarded for graduate school applicants.

**2. Eligible Applicants.** The scholarship will be for the non-traditional student. That is someone who earns at any age a GED diploma (as of January 1, 2014, in Indiana it is called a high school equivalency diploma, and the test is called TASC-test assessing secondary completion), and then decides to pursue continuing education immediately or later on. Or someone who earns a regular high school diploma who decides at age 26 or older to pursue continuing education. Continuing education could include college, or training in culinary arts, heating and cooling, plumbing, auto repair, etc. John Knox Presbyterian Church members will be given first priority, then relatives of JKPC members, and finally persons referred by JKPC members. All applicants must be seeking a loan, grant, and or other scholarship or already have one of the previously mentioned forms of funding for their education and provide proof of such by attaching documentation to the scholarship application. Proof of acceptance into a college or program must also accompany the application.

**3. Deadline for Application.** Applications shall be distributed beginning April 1<sup>st</sup>. All completed applications must be returned to the John Knox Presbyterian Church office, 3000 N. High School Road, Indianapolis, IN, 46224, by no later than May 1st. **Applications will NOT be accepted if post-marked after May 1<sup>st</sup> or hand-delivered to the JKPC office after May 1<sup>st</sup>.**

**4. Members of the Curtis/Ricketts Continuing Education Scholarship Committee.** By the January stated JKPC Session meeting, each year, the Education Ministry Team shall submit, to Session, a list of three (3) recommended names to participate on the Curtis/Ricketts Continuing Education Scholarship Committee for that calendar year. At least one of the recommended names shall be both a member of Session and a member of the Education Ministry Team.

The JKPC Pastor, and/or the Commissioned Ruling Elder, shall be ex-officio, non-voting members, of the Scholarship Committee, and may attend the meetings of the Scholarship Committee if they so desire, or are requested to do so by the Scholarship Committee. The JKPC Session shall approve the names of the three members of the Scholarship Committee during the January stated Session meeting.

**5. Available Pool of Funds.** A \$500 scholarship will be awarded each calendar year as long as there is at least one eligible applicant. When the scholarship fund contains only \$500, the JKPC Treasurer or Financial Secretary will notify a member of the Curtis/Ricketts family.

**6. Determination of Successful Applicants.** The Curtis/Ricketts Continuing Education Scholarship Committee shall meet by no later than May 15th to determine which application for scholarship assistance shall be granted for that calendar year. All decisions made by the Committee shall be considered “final” and announced by no later than May 20th. The Committee shall keep all deliberations confidential.

**7. Notification.** All applicants shall be notified, in writing, by no later than May 20th as to whether he or she will be receiving scholarship funds for the upcoming school year. The Committee may extend this deadline to a later date so long as notification of an extension is provided to all applicants for that calendar year.

**8. Payment of Funds.** The successful scholarship fund applicant must notify the JKPC office, no later than July 15<sup>th</sup>, as to the mailing address for the scholarship check. A check will be mailed to the student’s school no later than August 1<sup>st</sup>.

**9. Non-Discrimination.** The Scholarship Committee shall not distinguish between any applicants due to the applicant’s gender, race, or other affiliation, except for limiting the scholarship recipients based on the eligibility requirements, as listed above in #2.

**10. Re-Application.** An applicant can receive the scholarship for no more than 4 consecutive years. The current recipient must re-apply every year and the application must be received by May 1<sup>st</sup>. Renewal of the scholarship is not guaranteed. The application is to be sent to JKPC at the address in item #3.

**11. Thank You Notes And Appearance At JKPC Service.** The Scholarship Committee strongly urges each applicant to send an individual, hand-written thank-you note to a member of the Curtis/Ricketts family, identified by John Knox Presbyterian Church. Successful applicants may also be asked to personally appear at a JKPC church service, to be held in the summer, in order to be recognized by the JKPC congregation as a scholarship recipient.

**12. Failure to Attend Post-Secondary College, University or Trade School.** Successful applicants who fail to attend post-secondary college, university, or trade school, after receiving funds from the Curtis/Ricketts Continuing Education Scholarship of John Knox Presbyterian Church, shall REFUND, in full, any and all scholarship funds received by no later than thirty (30) days from the date he or she withdraws or is not accepted by his or her chosen post-secondary college, university or trade school. Applicant should be aware of their school’s refund policy in case they should decide not to attend. Failure to refund such money shall cause the recipient to be ineligible for any and all future consideration for funds from this scholarship.

**13. Questions.** All questions regarding the Curtis/Ricketts Continuing Education Scholarship application process or these information and guidelines shall be directed to members of the Scholarship Committee. The names of the Committee members shall be published by JKPC each year.

***Curtis/Ricketts Continuing Education Scholarship***  
**John Knox Presbyterian Church**  
**Application Form**

**Name** \_\_\_\_\_

**Current address**  
\_\_\_\_\_  
\_\_\_\_\_

**Phone** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Email** \_\_\_\_\_

**Current Educational Status**

High School Equivalency Diploma \_\_\_\_\_ Year received \_\_\_\_\_

High School diploma \_\_\_\_\_ Year received \_\_\_\_\_

**I have been accepted to the following continuing education program:**

\_\_\_\_\_

**The name, address, and phone number of the institution or program I will be attending is:**

\_\_\_\_\_

**The anticipated length of my continuing education program (semesters) is:**

\_\_\_\_\_

**Check one:**  I am a member of John Knox Presbyterian Church.

I am a relative of a member of John Knox Presbyterian Church.

Member's name and relationship to you \_\_\_\_\_

I have been referred by a member of John Knox Presbyterian Church.

Member's name and how you know that person \_\_\_\_\_

**I agree to notify John Knox Presbyterian Church, in writing, and to refund, in full, any money received through this scholarship if I withdraw from the designated post-secondary college, university, or trade school.**

**If I am awarded this scholarship, I agree to express written thanks to a member of the Curtis/Ricketts family for the scholarship, attend a worship service in which the scholarship will be presented, and contact the church office, no later than July 15<sup>th</sup>, regarding the payment of my scholarship funds to my continuing education institution.**

**My signature:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

*Please answer the following questions with each response not exceeding a paragraph:*

- 1. In what ways have you been involved in John Knox Presbyterian Church and/or your community, both in the past and the present?**
- 2. How do you hope your education will further your future goals in life and your career, especially in relation to Christ's call to serve others?**
- 3. Attach proof of your acceptance into your continuing education program.**
- 4. To be eligible for this scholarship, you must be seeking a loan, grant, or other scholarship or already have one of the previously mentioned forms of funding and provide proof of such by attaching documentation to this application. Please describe what forms of funding you are seeking or have already acquired.**