



Scholarship Instructions, Eligibility and Award Notification

Scholarships for the 2015-16 academic year are due Tuesday, April 21, 2015. Notification will be provided to students beginning May 15, 2015. Apply for all Peninsula College and Peninsula College Foundation scholarships online at www.thewashboard.org. *Please Note: You must use a Firefox or Chrome web browser to effectively navigate the Washboard site. Late or incomplete applications will not be considered.*

Instructions

Fill out and submit Peninsula College scholarship applications through the Washboard website (thewashboard.org). **Please note required due dates, above. Late or incomplete applications will not be considered.**

- **Questions** – Answer all questions accurately and completely.
- **Recommendations** – Not all scholarships require a letter of recommendation. If a recommendation is required, it will be noted in the description of the scholarship so you can plan accordingly.
 - All recommendations must come from a member of the high school or college faculty or staff.
 - **Required recommendation letters are part of your completed application and must be submitted with your application. Please consider the due date of your application and give your recommenders as much time as possible to respond. Letters should be current.**
 - Using the Washboard site, you may submit or request recommendations one of two ways:
 - Request a recommendation directly from your recommender. Scan and upload a PDF or Word file of the signed recommendation as an attachment to your application.
 - Request the recommendation in Washboard. Letter writers will be given a secure link through Washboard to upload their recommendation into your application.
 - Suggested topics include one or more of the following: academic skills, organization skills, self-motivation, leadership ability, work ethic, etc.
 - **If you apply for more than one Peninsula College scholarship you may use the same recommendation letter for all scholarships**, as long as the recommendation applies (i.e. specific requirements and scholarship preferences).
- **Donor Thank You Letters** – All scholarship recipients are expected to write a thank you letter to the donor who has funded your award. If you have received more than one award, you are expected to write a thank you for each award that you receive. Letters should be sent or hand-delivered to the Peninsula College Foundation (contact information listed at the bottom of this document). Unless otherwise specified in your award letter, the **deadline for submitting thank you letters is June 12, 2015**. Here are a few suggestions for writing a meaningful thank you letter:
 - Address the letter as “Dear Donor of <Scholarship Name>”
 - Thank the donor for the specific award you received.
 - Scholarship donors want to know their donation is making a difference. Tell the donor how this scholarship has specifically benefitted you and why it is important to you.
 - Be specific on how scholarship funds will help you achieve your academic goals.
 - Use proper grammar and spelling.

Eligibility

To receive scholarship funding for the 2015-2016 academic year, recipients must attend Peninsula College as full-time students completing 12 credits or more while receiving funding (unless otherwise indicated in the scholarship application).

Students must apply for scholarship consideration each year. Scholarships are not automatically renewed.

Peninsula College provides equal education and employment opportunities, services and benefits to students and employees in accordance with provisions of the Washington Law Against Discrimination (RCW 49.60), Title VI and VII of the Civil Rights Act of 1964; the Civil Rights Act of 1991; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act of 1990; and other state and federal laws and regulations concerning employment and admission to program and activities. Peninsula College prohibits discrimination on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or marital status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies, including those related to Section 504, Title II and Title IX: Human Resource Officer, Human Resources Office, (360) 417-6212.

Award Notification

The Peninsula College Scholarship Committee considers recipients for a number of scholarships. Scholarships are awarded competitively on the basis of academic achievement, as well as other criteria, including financial need (if required), recommendations and statements made by the applicant.

Successful scholarship applicants will be notified at the email address indicated on their application. Notifications will also be sent, via email, to those who are not selected to receive an award. **Notifications will begin on May 15, 2015. Applicants must provide a correct and current email address in their scholarship application and must await notification.**

Scholarships will be divided and awarded per quarter, starting the following academic year, provided recipients meet the scholarship requirements (i.e. full-time enrollment and minimum GPA).

Contact Information

Peninsula College Foundation
1502 E. Lauridsen Blvd.
Port Angeles, WA 98362
(360) 417-6246
foundation@pencol.edu

OR

Financial Aid Office, Peninsula College
1502 E. Lauridsen Blvd.
Port Angeles, WA 98362
(360) 417-6390
financialaid@pencol.edu

Please refer to the contact information on the Washboard site for technical assistance. You must use a Firefox or Chrome web browser to effectively navigate the Washboard site.

For a listing of all available Peninsula College and Peninsula College Foundation scholarships for 2015-16, please visit www.thewashboard.org and enter Peninsula College in the search bar.