

# Scholarship Instructions, Eligibility, and Award Notification

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The scholarship application process for the 2018-2019 academic year opens on Monday, January 22, 2018. Deadlines for applications vary, with the majority **closing Sunday, April 22, 2018 (11:59pm)**. Notification of awards will be provided to students beginning May 21, 2018, with the remainder in mid-July, or later, if additional rounds are needed.

Apply for all Peninsula College and Peninsula College Foundation scholarships online at [www.theWashBoard.org](http://www.theWashBoard.org). Please Note: **DO NOT USE INTERNET EXPLORER!** You must use a Firefox or Chrome web browser to effectively navigate the WashBoard site. Late or incomplete applications will not be considered.

## Instructions

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Fill out and submit Peninsula College scholarship applications through the WashBoard website ([www.theWashBoard.org](http://www.theWashBoard.org)). **Please note required due dates, above. Late or incomplete applications will not be considered.**

- **Questions** – Answer all questions accurately and completely.
- **Recommendations** – A letter of recommendation is required with each application, so plan accordingly.
  - 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.**
  - 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 and is relevant.
- **Donor Thank You Letters** – We strongly encourage you to write a thank you letter to the donor who has funded your award. In fact, **some awards require a donor thank you**. If you have received more than one award, you should 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 end of this document). You do not need to include your address, email, or phone number on the thank you letter. Unless otherwise specified in your award letter, **please submit your thank you letter(s) ASAP, or no later than September 21, 2018.**

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 about how scholarship funds will help you achieve your academic goals.
- Use proper grammar and spelling.

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# Eligibility

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Unless otherwise indicated in the scholarship application, recipients must attend Peninsula College as full-time students, completing 12 credits or more per quarter, the entire academic year, while receiving scholarship funding. Students who do not or will not meet this requirement, will be disqualified from receiving the funds, or any remaining funds.

**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

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The Peninsula College Scholarship Committee reviews and awards scholarships competitively according to the criteria indicated in the scholarships description, and (if applicable) information contained in recommendation letters, as well as statements and essays made by the applicant.

Successful scholarship applicants will be notified by mail and/or email at the addresses indicated on their application. Notifications will also be sent, via mail and/or email, to those who are not selected to receive an award. **Notifications will begin on May 21, 2018, and continue through mid-July, or later if additional rounds are needed. Applicants must provide a correct and current mailing and email addresses in their scholarship application, and must await notification. Please contact us directly if any of your contact information changes after the scholarship application deadline.**

Scholarships will be divided and awarded per quarter, starting with the 1<sup>st</sup> quarter of the following academic year, provided recipients meet the scholarship requirements (i.e. full-time enrollment and minimum GPA, when applicable).

## Contact Information

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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

Visit [www.pencol.edu/scholarships](http://www.pencol.edu/scholarships) for additional scholarship details. For a complete listing and to apply for scholarships that are currently available from Peninsula College and the Peninsula College Foundation for 2018-2019, please visit [www.theWashBoard.org](http://www.theWashBoard.org) and enter "Peninsula College" in the search bar.

For technical issues with [www.theWashBoard.org](http://www.theWashBoard.org), please refer to the contact information on the WashBoard site for technical assistance. **DO NOT USE INTERNET EXPLORER.** You must use a Firefox or Chrome web browser to effectively navigate the WashBoard site.