

JALC Scholarship Application Procedures & Information

1. Completely fill out the front page of the scholarship application form.
2. The back/second page of the application form is optional. You are encouraged, but not required to respond to each question.
3. Application forms **must be signed and dated** or they will not be processed!
4. You should have at **least two recommendation forms** submitted on your behalf. The recommendation forms can be returned with your application packet, or the person filling out the recommendation can forward the form directly to the JALC Director of Scholarships.
5. Complete applications can be mailed to the JALC Foundation; 700 Logan College Road, Carterville, IL 62918, or they may be dropped off at our office **(Building B -33B)** between the hours of 8:00 a.m. – 4:30 p.m. Monday-Friday, except for holidays.
6. **Scholarship applications are good for only one academic year!** You must fill out a new form to be considered for subsequent years.

Once the JALC Foundation Office receives your completed form (along with recommendations) your name and information will be added to our student scholarship database.

The Foundation administers over a hundred and fifty scholarships that are **open to any applicant** that meets the specific parameters stated by the donor. When your name is entered into the database, you are basically applying for all scholarships available. **(Please note that just because you have submitted an application you are not guaranteed to receive a scholarship. Unfortunately, there are always more applicants than scholarships available.)**

Your data will be matched against the parameters set forth in the scholarship agreement. If you meet the qualifications of a specific scholarship, your name will be brought forth to the scholarship selection committee for consideration.

The scholarship selection committee consists of 21 different faculty and staff members of the College from various departments. The committee typically meets once a month to review applications so scholarship awards are given throughout the academic year.

If you are selected to receive a scholarship, the JALC Foundation will call or e-mail you to come in for an appointment. (During the appointment you will most likely have your picture taken for publicity purposes.)

Scholarship recipients must write a thank you letter to either the donor or the Director of Scholarships.

Scholarship funds are typically split 50/50 between fall and spring semester but special arrangements may be considered if warranted.

Please note that if you change your major, address, phone number, or any other relevant information outside of what was written on your original scholarship application form you must notify the Foundation office immediately!