

# The Valentine Braun Irrevocable Education Trust

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## SCHOLARSHIP PROGRAM APPLICATION INSTRUCTIONS

**Applicant retains these instructions.**

**Fall Semester, August 2018-December 2018 and Spring Semester, January 2019-May 2019**

### **General Eligibility**

Any individual who is planning to attend, or attending, a post-secondary institution of higher learning at either a Kansas Board of Regents (or its successor) college or university or a State of Kansas accredited vocational training school in the Fall Semester, August 2018-December 2018 and/or the Spring Semester, January 2019-May 2019 is eligible to apply for these scholarships. Scholarships are not available for summer school classes or other classes offered outside of the 2018 Fall or the 2019 Spring Semesters. Scholarships will be awarded only for use at an academic institution which qualifies as a public charity as defined by Internal Revenue Code 170(b)(1)(A)(ii). **See Kansas Board of Regents website for a list of eligible academic institutions for these scholarships.**

### **General Process**

To be considered for these scholarships, the individual must complete, sign and submit the enclosed application and applicable enclosures, postmarked or delivered to a courier service that provides tracking on or before the applicable **application acceptance period deadline** (See the last page of these instructions for exact dates). Applications submitted on prior year forms will not be considered. Applications, enclosures, all correspondence and forms will **only** be accepted by mail via the United States Postal Service postage prepaid or a courier service that provides tracking, including but not limited to Federal Express, United Parcel Service, etc., at the following address:

The Valentine Braun Scholarship  
Attention: Scholarship Committee  
5623D 22<sup>nd</sup> Park  
Topeka, Kansas 66614

The Scholarship Committee is not responsible for any misplaced, stolen, lost, destroyed, misdirected, postage due, delayed or damaged mail of any kind, lost or misdirected communication of any kind, incomplete application packages or enclosures, or any information provided by the applicant, the applicant's academic institution(s) or any third party submission on behalf of the applicant. Only completed, dated, signed, and notarized, where required, applications with all of the applicable enclosures submitted contemporaneously may be considered during the applicable **application acceptance period** for the 2018 Fall and/or the 2019 Spring Semesters. Applicants who submit incomplete applications, forms and/or enclosures may not receive a scholarship award or the dollar amount of a scholarship award, if any, may be reduced. Applications postmarked or delivered to a courier service that provides tracking after the applicable **application acceptance period deadline** will not be considered.

Applications are considered on a first-come first-served basis by the applicable **application acceptance period** and subject to the approval of the Scholarship Committee. Applications will

not be accepted by hand delivery (including but not limited to the Scholarship Committee's personal mailbox, to a Scholarship Committee member, etc.,) fax or electronic means such as e-mail, etc. Applications and enclosures submitted by impermissible methods **will not be considered.**

The Scholarship Committee may, but shall not be required, to use certified mail or certified mail with return receipt to communicate with applicants. The Scholarship Committee is not responsible for misplaced, stolen, lost, destroyed, misdirected, delayed or damaged certified mail notices or those notices that are refused or not picked up.

Once an application has been submitted, the applicant is responsible for notifying the Scholarship Committee of any material changes such as mailing address, academic institution, decrease in academic credit hours, etc. in a timely manner.

On or before the **notification deadline** those awarded scholarships will be notified by mail at the applicant's current address provided with his/her application. The notification will include an Award Acceptance Form and an Award Rejection Form, **one** of which must be signed by the applicant and postmarked or delivered to a courier service on or before the **acceptance deadline** or the applicant will not receive a scholarship award. If the Scholarship Committee receives both a signed Award Acceptance Form and a signed Award Rejection Form from the applicant or does not receive a response from the applicant by the **acceptance deadline**, this will be considered a rejection and the applicant will not receive an award.

### **Monetary Award Scholarship Process**

Monetary awards will be disbursed in United States of America dollars directly to the academic institution listed on Part I of the applicant's application and designated for the applicant's benefit. Monetary awards will be disbursed as follows: the 2018 Fall Semester scholarship awards in August 2018 and the 2019 Spring Semester scholarship awards in January 2019.

To receive the 2019 Spring Semester scholarship award, the applicant must:

1. Successfully enroll for the 2019 Spring Semester in an academic institution meeting the criteria outlined in the Scholarship Program Application Instructions.
2. Remain in good standing and maintain a 2.0 or higher **cumulative** grade point average with his/her academic institution, as of December 2018.
3. Provide an official transcript of any 2018 Fall Semester grades by mail or a courier service that provides tracking before his/her 2019 Spring Semester award will be disbursed. If the Scholarship Committee does not receive an official transcript of the applicant's 2018 Fall Semester grades, on or before the **Fall grade deadline**, the applicant's scholarship award for the 2019 Spring Semester will not be disbursed.

### **Grade Deadlines**

The applicant must provide an official transcript of his/her 2019 Spring Semester grades by mail or other courier services that provide tracking on or before the **Spring grade deadline**. If the Scholarship Committee does not receive the applicant's official transcript of his/her 2019 Spring Semester grades on or before the **Spring grade deadline**, the applicant may be disqualified from future scholarship awards.

Applicants who have not been issued his/her grades by the **Fall grade deadline** and/or **Spring grade deadline** must contact the Scholarship Committee in a timely manner by mail or by a courier service that provides tracking. These instances will be handled on a case by case basis. A delay in providing the applicant's grades to the Scholarship Committee may postpone the disbursement of his/her scholarship award.

### **Availability of the Scholarship**

To be considered, the application must be completed in its entirety, either typed or clearly printed by hand, (the essay must be typewritten) including all applicable enclosures. It is the responsibility of the applicant to ensure that his/her application and enclosures are complete and submitted by the applicable **application acceptance period deadline**. Applications are considered based upon the postmark, date of delivery to a courier service, date received, academic performance, a demonstrated financial need, extracurricular activities, etc. All scholarship awards are subject to availability of funds.

These scholarship awards are only available to citizens or lawful permanent residents of the United States of America, as of December 31, 2017. All applicants are required to be 18 years old or older as of August 31, 2018 to apply for these scholarships. Only those qualified for enrollment and those enrolled in a degree or a degree equivalent program at an academic institution meeting scholarship criteria are eligible to apply for these scholarships.

Only applicants who do not have a family or business relationship to any trustee, officer, director, employee or Scholarship Committee member of The Valentine Braun Irrevocable Education Trust (The Valentine Braun Scholarship) are eligible to apply for these scholarships. Substantial contributors giving \$5,000 or more to The Valentine Braun Irrevocable Education Trust (The Valentine Braun Scholarship) and their spouses, ancestors, children, grandchildren, great grandchildren, siblings (whether by whole or half blood or step or foster) and the spouses of children, grandchildren, great grandchildren and siblings are not eligible to apply for these scholarships.

### **Use of the Scholarship Awards-Tuition Only**

These scholarship awards are for the applicant's **tuition only**. Each applicant may receive an amount up to, but not more than, 100 percent of the total cost of his/her tuition for the 2018 Fall and/or the 2019 Spring Semesters. Applicants who have full tuition scholarship(s) for the 2018 Fall and/or the 2019 Spring Semesters from other source(s) are not eligible for these scholarship awards. An applicant's partial tuition scholarship(s) from other source(s) for the 2018 Fall and/or the 2019 Spring Semesters will reduce the dollar amount of his/her scholarship award.

### **Requirements for ALL Applicants:**

- To enclose applicant's completed and signed 2018-2019 application and all applicable enclosures.
- To enclose applicant's completed and signed 2018-2019 "Confidentiality Agreement for an Applicant." A breach of the signed Confidentiality Agreement will result in disqualification from being considered for future scholarships.
- To enclose applicant's completed, signed and notarized 2018-2019 "Consent Form for Use and Disclosure of Personal Information for the Scholarship Applicant."

**Hand written essays will not be considered. Only typewritten essays will be considered.**

- To enclose a typed essay including a title, the date written, applicant's signature and at least 200 words but not more than 1,000 words that addresses:
  - Why the applicant is an excellent candidate for these scholarship awards.
  - Why the applicant chose his/her field of study.
  - The applicant's future educational plans.
  - The applicant's employment opportunities upon graduation or completion of his/her post-secondary education.
  - How the applicant's current and/or past work experience(s) have prepared him/her for future employment.
  - How the applicant's activities have prepared him/her for future employment.
  - How the applicant's degree or degree equivalent will be used in the future.
- To enclose applicant's current resume or Curriculum Vitae.
- To enclose applicant's 2018-2019 Free Application For Federal Student Aid "FAFSA" including the Student Aid Report ("SAR") and data submitted. A recently completed FAFSA is required, even if he/she is not applying for Federal Student Aid.
- To enclose applicant's **official high school transcript(s) or GED transcript from a United States of America academic institution**, current as of December 31, 2017. Past recipients of The Valentine Braun Scholarship are required to provide his/her official high school transcript(s) or equivalent or GED transcript from a United States of America academic institution or from a foreign academic institution **one time only**. **Unofficial transcripts will not be considered.**
- To enclose applicant's most recent **official post-secondary transcript(s) from a United States of America academic institution**, current as of December 31, 2017. **Unofficial transcripts will not be considered.**
- To enclose applicant's **official high school or equivalent transcript(s) and/or post-secondary official transcript(s)** translated into English by a qualified licensed interpreter AND evaluated by either the Educational Credential Evaluators ("ECE") or the World Education Services ("WES"), current as of December 31, 2017 from a **foreign** academic institution with this application. Please include the detailed address of the issuing academic institution for possible verification. **Unofficial transcripts will not be considered.**
- To enclose a copy of applicant's official score report from his/her SAT, ACT, GRE, LSAT, GMAT, MCAT, PCAT, TEAS and/or other required entrance test(s) for his/her field of study.
- To enclose a color copy of the front and back of his/her Permanent Resident Card. **Do not** include a copy of the applicant's driver's license, Social Security card, or other personally identifiable information card, unless requested by the Scholarship Committee.

- To enclose a list of the applicant's full or partial tuition scholarship(s) from other source(s) for the 2018 Fall and/or 2019 Spring Semesters.
- To enclose written documentation containing the projected cost of applicant's tuition for the 2018 Fall and/or the 2019 Spring Semesters. Acceptable examples include a clearly identifiable print out from his/her academic institution's website or a clearly identifiable photocopy of the tuition page from his/her academic institution's catalog or handbook.
- To enclose a completed and signed 2018-2019 Parish Priest Applicant Evaluation Form, current as of December 31, 2017 from applicant's Kansas Orthodox Christian priest, where he/she is a member, as of December 31, 2017.

If included with this application, the following items may increase the dollar amount of the scholarship award:

- A recent recommendation letter(s) written, signed and dated **within the last 12 months** from applicant's work supervisor(s).
- A recent recommendation letter(s) written, signed and dated **within the last 12 months** from applicant's current or former high school or post-secondary academic institution teacher(s).
- Proof of applicant's extracurricular activities, award(s), recognition, leadership position(s), membership(s), military service or community service during the previous five years.

**Recommendation letters without an authorized signature and date will not be considered.**

### **Interview Option**

The applicant may be interviewed in person, phone, etc. at the discretion of the Scholarship Committee.

### **Renewability of the Scholarship-Nonrenewable Annual Scholarships**

These are **NONRENEWABLE ANNUAL scholarships**. Applicants must reapply each academic year to be considered for these scholarships. Applying for these scholarships does not guarantee a scholarship award. The criteria, application, instructions and forms used may be changed on an annual basis at the discretion of the Scholarship Committee and without further notice.

### **Ownership of Applicant's Documents**

All applications, enclosures and other information submitted, become the property of The Valentine Braun Irrevocable Education Trust with NO option for making/providing copies of ALL or ANY ONE of the documents to the applicant or anyone else, unless legally required (or as required by those involved in the scholarship process). No documents submitted with the application will be returned to the applicant. No documents submitted by a third party on behalf of the applicant, including but not limited to an applicant's academic institution, etc., will be returned to the applicant. The applicant is responsible for making copies of his/her application and enclosures for his/her own records before providing them to The Valentine Braun Scholarship's address. Once the application has been submitted any subsequent information received from the applicant may or may not be considered in the scholarship award process at the discretion of the Scholarship Committee.

### **Notification Requirement-Change of Address**

If, after submitting his/her application, any change in the applicant's mailing address must be communicated to the Scholarship Committee in a timely manner by mail or by a courier service that provides tracking. Withholding this information or a delay in providing this information, irrespective of the cause, may result in the loss of a scholarship award, delay in disbursement of any scholarship award, etc.

### **Notification Requirement-Withdrawal from Scholarship**

If, after submitting his/her application, the applicant is unable for any reason to attend an academic institution that meets the scholarship criteria for the 2018 Fall and/or the 2019 Spring Semesters, or decides to withdraw his/her application for consideration by the Scholarship Committee, the applicant is required to complete, sign and mail or deliver to a courier service that provides tracking the Application and/or Scholarship Award Modification Request Form (see [www.TVBIET.org](http://www.TVBIET.org) for a copy of this form) within 10 calendar days of his/her determination. Failure to provide notice of withdrawal may disqualify the applicant from future scholarship awards.

### **Notification Requirement-Academic Institution Change and/or Decrease in Academic Credit Hours**

If, after submitting his/her application, the applicant changes the academic institution that he/she is planning on attending or decreases the number of academic credit hours listed on his/her application, the applicant is required to complete, sign and mail or deliver to a courier service that provides tracking the Application and/or Scholarship Award Modification Request Form within 10 calendar days of his/her determination so that the applicant's scholarship award will be recalculated.

### **Scholarship Award Refund Process**

If the applicant receives a **WHOLE OR PARTIAL REFUND OR ANY REPAYMENT** of his/her tuition from his/her academic institution, he/she must repay any portion of the refund attributable to his/her scholarship award from The Valentine Braun Scholarship by issuing and mailing or delivering to a courier service that provides tracking a check payable to The Valentine Braun Irrevocable Education Trust within 10 calendar days of such receipt. Failure to return the money from the unused whole or partial scholarship award may disqualify the scholarship recipient from future scholarship awards and/or result in legal action for recovery of any unpaid amount.

### **Severability Clause**

Each section, paragraph, term and provision of this scholarship application is severable and if for any reason any part is held to be invalid or contrary to or in conflict with any applicable present or future law or regulation in a final, unappealable ruling issued by any court, agency, or tribunal with competent jurisdiction, that ruling will not impair the operation of or otherwise affect any other portions of this application, which will continue to have full force and effect and bind the parties. If any applicable and binding law or rule of any jurisdiction requires elements of a scholarship application which exceed those set forth herein, the elements required by the law or rule will be substituted for the comparable provisions of this scholarship application and The Valentine Braun Irrevocable Education Trust may modify the invalid or unenforceable provision to the extent required to be valid and enforceable or delete the unlawful provision in its entirety. Applicant agrees to be bound by any promise or covenant imposing the maximum duty the law permits which is subsumed within any provision of this application as though it were separately articulated in and made a part of this agreement. The applicant agrees that this application shall be constructed, governed and enforced pursuant to the laws of the State of Kansas. The applicant

agrees that the venue for any action shall be the District Court of Shawnee County Kansas or the United States District Court for the District of Kansas, sitting in Topeka.

**Discrimination Policy**

The Scholarship Committee prohibits discrimination on the basis of age, creed, color, disability, gender, gender identity/expression, national origin, race, religion, sexual orientation or covered veteran status.

**Contact Information**

Questions will be answered in a timely manner to the mailing address, the phone number or e-mail address provided by the applicant. While questions may be acknowledged, applicants may not rely on any delay in response as justification for failing to meet the time deadlines or requirements.

For more information, please see The Valentine Braun Irrevocable Education Trust's website: [www.TVBIET.org](http://www.TVBIET.org) This website is provided for informational purposes only and makes no warranty regarding its availability and disclaims all responsibility for interruptions in service, irrespective of the cause, even if it may result in the loss of a scholarship award. Do not submit personally identifiable information electronically to [www.TVBIET.org](http://www.TVBIET.org) or to the e-mail address [scholarship@tvbiet.org](mailto:scholarship@tvbiet.org). It is the applicant's responsibility to read and understand "The Terms of Use and Disclaimer" and the "Privacy Policy" provided on this Website.

## SCHOLARSHIP PROGRAM DEADLINES

Fall Semester, August 2018-December 2018 and Spring Semester, January 2019-May 2019

**January 1, 2018 through January 31, 2018** is the *application acceptance period* only for members of Saints Peter and Paul Orthodox Christian Church, Inc. located in Topeka, Kansas as of December 31, 2017, who meet the eligibility criteria.

**February 1, 2018 through February 28, 2018** is the *application acceptance period* only for members of Kansas Orthodox Christian Churches, where the church building resides in the State of Kansas and the church is a member of the Assembly of Canonical Orthodox Bishops of North and Central America (or its successor), as of December 31, 2017, who meet the eligibility criteria (excluding members of Saints Peter and Paul Orthodox Christian Church, Inc. located in Topeka, Kansas).

**April 1, 2018 through April 30, 2018** is the *application acceptance period* for any individual who is planning to attend, or attending, a post-secondary institution of higher learning at either a Kansas Board of Regents (or its successor) college or university or a State of Kansas accredited vocational training school, who meet the eligibility criteria (excluding members of Saints Peter and Paul Orthodox Christian Church, Inc. located in Topeka, Kansas and members of Kansas Orthodox Christian Churches, where the church building resides in the State of Kansas and the church is a member of the Assembly of Canonical Orthodox Bishops of North and Central America or its successor).

**Monday, July 2, 2018** is the *notification deadline*. On or before this date the Scholarship Committee will postmark the scholarship award notification to the applicant.

**Monday, July 16, 2018** is the *acceptance deadline*. On or before this date the applicant postmarks or delivers to a courier service that provides tracking his/her Award Acceptance Form or Award Rejection Form.

**Friday, January 18, 2019** is the *Fall grade deadline*. On or before this date the applicant postmarks or delivers to a courier service that provides tracking the official transcript for his/her 2018 Fall Semester grades.

**Saturday, June 15, 2019** is the *Spring grade deadline*. On or before this date the applicant postmarks or delivers to a courier service that provides tracking the official transcript for his/her 2019 Spring Semester grades.