

**INFORMATION ABOUT THE EDELWEISS FUND  
SCHOLARSHIP PROGRAM  
AND THE APPLICATION PROCESS FOR THE PROGRAM 2010**

**General Information**

In the fall of 2008, donors who wish to remain anonymous made a generous gift to the University of Wyoming Outreach School. This gift has been placed in an investment account managed by the UW Foundation and is to be known as the Edelweiss Fund. It is the desire of the Edelweiss Fund to make a difference for a few select students and award scholarships for the duration of the recipients' degree program. The fund should not be used to support numerous individuals for short periods in a way that is inadequate for degree completion. This will decrease the probability of scholarship students not completing their academic programs due to financial hardship.

The purpose of this fund is to award scholarships to one or more University of Wyoming Outreach School students so they can complete their recognized University distance delivered academic programs. The scholarship will be for the duration of the time required for the recipients to complete their selected academic programs or until they no longer meet the criteria set forth below, complete their degrees, or discontinue their education.

Priority for receipt of a scholarship will be given to:

- Students newly or recently enrolled in an academic program delivered through the University of Wyoming's Outreach School.
- Non-traditional, preferably Wyoming resident, female, "first-generation" students (i.e., students coming from families that have not had members graduate from college).
- Single parents.
- Qualified students having longer term attachments to the State of Wyoming, such as having been born or raised in Wyoming or having lived in Wyoming for a number of years. However, non-Wyoming residents may also be considered on merit and their depth of need of assistance with living expenses.

The scholarship will be given to a student for up to 6 years or until completion of the proposed degree program. To maintain the scholarship the recipient must show continued academic progress and maintain a grade point average at or above the required level to receive the proposed degree. Students receiving scholarships will be evaluated annually to determine if funding should continue for the coming year. Students will also maintain regular contact with a mentor assigned by the Outreach School. In addition, recipients will be required to complete any additional requirements as determined by the Dean of the University of Wyoming Outreach School or the Edelweiss Committee (i.e., thank you correspondence and communication with donors, periodic review of academic performance, agreeing to participate in events to celebrate the Edelweiss Funds and/or the UW Outreach School; and participation in a community service activity).

Should the Edelweiss Fund Scholar receive other funding, such as Pell Grants or similar

funding, the Edelweiss Funds may be withdrawn or reduced.

### **Edelweiss Fund Scholars Program Criteria**

Students applying for consideration as an Edelweiss Fund Scholar must meet the following criteria:

#### **Selection Criteria:**

- ❖ be a part- or full- time student enrolled in at least 3 credit hours through the University of Wyoming Outreach School;
- ❖ be pursuing a University of Wyoming degree delivered through the Outreach School;
- ❖ be eligible for federal student financial aid through the University of Wyoming (must have filed a FAFSA for 2009-2010 prior to the application deadline); and
- ❖ have demonstrated promise of academic excellence.

#### **Conditions of Maintaining the Award:**

- ❖ must be making satisfactory progress toward the proposed degree as outlined in the selected program of study;
- ❖ maintain required GPA for academic program;
- ❖ Undergo annual review by the Outreach School Edelweiss Committee;
- ❖ meet with mentor (such as a regional Academic Coordinator or other Outreach School advisor regularly, but at least at mid-year to review academic progress;
- ❖ agree to participate in a year-end luncheon program to share publicly how receiving the scholarship positively affected family life and academic endeavors;
- ❖ agree to send a thank-you letter for the award to the Fund within 30 days of notification of selection; and
- ❖ complete any other requirements as specified by the Dean of the Outreach School and/or the Edelweiss Committee.

### **Application Procedure and Materials**

To apply for the Edelweiss Fund Scholars Program, students must:

1. Complete the Edelweiss Fund Scholars Program application (attached).
2. Provide a complete copy of college transcripts (an unofficial copy may be obtained through WyoWeb). If the student is new to UW, she or he must provide a transcript from their previous college or university and/or high school.
3. Compose a three-page, double-spaced essay that addresses:
  - a. how she or he meets the Edelweiss Fund Scholars Program criteria;
  - b. what her or his academic, career, and personal goals are;
  - c. how receiving this scholarship will make a difference in her or his life and academic endeavors.
4. an academic plan outlining courses to be taken.

5. a proposed budget outlining the applicant's living and academic expenses, how much financial support she or he will require to pursue the academic program, and how she or he will spend the award.
6. Submit three letters of reference which substantiate the student's academic potential and dedication to completing a UW distance-delivered degree program, including:
  - a. two letters from college or university faculty members describing academic qualities and potential, and
  - b. one letter from an outside reference.
7. Submit a copy of her/his FAFSA Student Aid Report for 2009-2010 (This information can be obtained from UW Student Financial Aid).
8. Finalists may be required to participate in a personal interview with the Selection Committee.
9. Confer with any federal/state agencies supplying recipient with living allowances to make sure funding such as this does not affect benefits.

### **Selection Process**

Recipients of the Edelweiss Fund Scholarship shall be selected by the Edelweiss Committee appointed by the Dean of the University of Wyoming Outreach School according to procedures determined by the Outreach School and according to UW policies and procedures. Selection of recipients will be based on the priorities stated above, financial need, and academic performance and potential. The Edelweiss Committee, in consultation with the representatives of the Edelweiss Fund, will determine the number of awards to be made each year and the amount of each award. Applications for scholarship awards from the Edelweiss Fund shall be on such forms and in keeping with such procedures as are normally prescribed for applicants for scholarships/aid at the University of Wyoming.

The Outreach School will develop a selection, assessment, and evaluation process to determine (1) recipients for the Edelweiss Fund award and (2) eligibility criteria for continued funding beyond the current year for which funding has already been granted. While the Outreach School shall develop selection, assessment, and evaluation processes the Outreach School may consult with representatives of The Edelweiss Fund concerning the selection, assessment, and evaluation processes. However, Outreach School shall be responsible for adoption and implementation of the processes.

## Application Timeline

### Submit applications, postmarked no later than November 30, 2009 including:

- The application form
- The transcript (an unofficial transcript may be obtained through WyoWeb)
- The supporting essay
- The proposed plan of study
- The proposed budget and amount(s) requested for support
- Three letters of reference
- Testimonial form
- **Note:** the FAFSA Student Aid Report for 2009-2010 must be filed prior to submission of the application.

### SELECTION NOTIFICATION

All applicants will receive a letter from the Dean of the University of Wyoming Outreach School notifying them of the selection outcome.

*Not only will students selected as Edelweiss Fund Scholars receive a significant scholarship, but selection for the Scholars Program recognizes and honors the recipients' academic promise. The selection process is careful and rigorous. The initial selection process will be based entirely on the written application materials explained above; therefore, applicants should ensure that their application, supporting essay, and letters of reference are of the highest quality. Attention to both the quality of writing and the substance of information provided is essential. Please note that your application materials will be seen by the Edelweiss Committee as well as other authorized personnel in the UW Outreach School Dean's office.*

<b>APPLICATION CHECK SHEET</b>
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**For applications to be considered, students must submit completed application materials. Completed applications must be postmarked no later than November 30, 2009.**

Make sure you have included:

- \_\_\_\_\_ a completed application form;
- \_\_\_\_\_ a complete transcript (an unofficial copy may be obtained through WyoWeb);
- \_\_\_\_\_ a three-page, double-spaced essay, which addresses how you meet the Edelweiss Fund Scholars Program criteria, what your career and academic goals are, how receiving this scholarship will positively affect your life and academic career;
- \_\_\_\_\_ program of study;
- \_\_\_\_\_ proposed budget;
- \_\_\_\_\_ three letters of reference which attest to your academic potential and your dedication to completing a degree;
- \_\_\_\_\_ FAFSA Student Aid Report for 2009-2010 on file with UW; and
- \_\_\_\_\_ a completed testimonial form stating you will be willing to share publicly how this award has positively affected your life and academic endeavors, and your commitment to participate in a community service activity during the academic year.

UNIVERSITY OF WYOMING OUTREACH SCHOOL

EDELWEISS FUND SCHOLARS PROGRAM APPLICATION

The Edelweiss Fund Scholars Program is available to UW students completing their degrees in programs delivered through the Outreach School. Selection is based upon (1) demonstrated promise of academic excellence, (2) pursuit of a University of Wyoming distance-delivered degree, (3) eligibility to receive financial aid through the University of Wyoming, and (4) willingness to share publicly how receipt of the scholarship made a difference in the students' lives and academic endeavors. Edelweiss Fund Scholars will receive monthly scholarship payments for the twelve months of the 2010 academic year. (Please note that these monies may represent taxable income.)

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Name: \_\_\_\_\_ W#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Cum. GPA: \_\_\_\_\_ Major: \_\_\_\_\_

Year in School: Undergraduate  Graduate

Proposed degree or program of study and years proposed to complete program:

Anticipated date of graduation: \_\_\_\_\_

Current employment: \_\_\_\_\_ How many hrs./week: \_\_\_\_\_

Number and ages of children living with you:

\_\_\_\_\_

I hereby authorize UW Outreach School personnel to publish and release information pertaining to my participation in the Edelweiss Fund Scholars Program. Distribution will be limited to UW Outreach School personnel, fellow award recipients and representatives of the Edelweiss Fund.

\_\_\_\_\_ Name

\_\_\_\_\_ Date

All applications must be returned to the Outreach School Dean's Office, Wyo Hall room 333 or mailed to: 1000 E. University Ave., Dept. 3106, Laramie, WY 82072 (postmarked no later than November 30, 2009.)

## INFORMATION ABOUT SUPPORTING ESSAY, PROGRAM OF STUDY, BUDGET AND LETTERS OF REFERENCE

**Not only will students selected as Edelweiss Fund Scholars receive significant scholarship, but selection for the Scholars Program recognizes and honors the recipients' academic promise. The selection process is careful and rigorous. The initial selection process will be based entirely on the written application materials provided; therefore, applicants should ensure their application, supporting essay, and letters of reference are of the highest quality. Attention to both the quality of writing and the substance of information provided is essential. Please note that application materials will be seen by the selection committee as well as other authorized personnel in the UW Outreach School.**

### **Supporting Essay**

You need to compose and submit a three-page, double-spaced essay that carefully and fully addresses how you meet the Edelweiss Fund Scholars Program criteria, what your academic and career goals are, how receiving this scholarship will make a difference in your life and academic career, and how you propose using the award to meet expenses. If you will be using the award to pay childcare expenses please review the childcare requirements below. Feel free to work with the UW Writing Center for assistance in making this essay well written, informative and appropriate to this application process.

### **Proposed Program of Study**

You must provide an outline of your program of study including what courses you will take during each semester and your planned semester and year of graduation.

### **Proposed Budget**

You must provide a budget specifying how much support you are requesting and how you will use the money to achieve your educational and personal goals. If the level you are requesting changes during the life of your scholarship, proposed changes will need to be reviewed by your mentor and the selection committee.

### **Letters of Reference**

You need to submit three letters of reference that substantiate your academic potential and your dedication to completing a degree program. Two of these letters of reference must be from college or university faculty, and one letter must be from an outside reference. Please impress upon those writing your letters of reference that your application needs to be complete and postmarked by **Monday, November 30, 2009**. If they need additional information, they can call the UW Outreach School at 1-800-448-7801 or 1-307-766-4300.

### **Special Requirements Concerning Child Care**

Additional funding can be requested from the Edelweiss Fund for childcare when the following conditions are met:

- For pre-school children a licensed day-care must be selected where the ratio of child to caregiver is low (no more than 6 children to 1 supervisor), and has daily educational curriculum (programs such as museum, zoo, and library visits) and not just playtime.
- For infants under the age of 2 a licensed day-care must be selected where the ratio of provider to infant is no more than 2 infants to 1 caregiver.
- The Outreach School will not be required to verify attendance at acceptable daycare facilities but applicants should state their agreement with these requirements and further state where the childcare services will be provided and the costs for such services.

**TESTIMONIAL FORM**

If selected as an Edelweiss Fund Scholar, I agree to share with the Edelweiss Fund selection committee and managers, UW faculty, staff and students, and members of the public how receipt of this scholarship has positively affected my life and academic career. I agree to thank the donors and fund managers in writing within thirty (30) days of notification of selection, and to participate in UW and Outreach School activities as requested by the Dean of the Outreach School and/or the selection committee during the period of the scholarship.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

Budget for _____ (applicant's name and # of dependents)			
Expense	Cost per Semester (i.e., one-time costs + monthly costs)		Comments
	Current	Anticipated (not current expenses, but those that the applicant foresees in the future)	
Housing (rent, house payments)			
Utilities (phone, electricity, water, heating, Internet)			
Food (groceries)			
Childcare			
Car expenses (car payments, maintenance, repair, gasoline, insurance)			
Applicant's education expenses (books, computer, supplies, travel, etc.)			
Children's education expenses (supplies, books, school activities)			
Clothing			
Children's activities (music lessons, sports teams, dancing, organizational dues, etc.)			
Medical expenses			
Health insurance			
<b>Total Expenses</b>			
Current income	Income per Semester (i.e., one-time costs + monthly costs)		
	Current	If scholarship received	
Work			
Financial Aid			
Other			
Child support			
Alimony			
Social services			
<b>Total Income</b>			

Please use this form to show how receipt of the scholarship will decrease your dependence on other sources of income and positively affect your ability to spend time with your children and focus on successful attainment of your educational goals.

# EXAMPLE

Budget for \_\_\_\_\_ (applicant's name and # of dependents)

Expense	Cost per Semester (i.e., one-time costs + monthly costs)		Comments
	Current	Anticipated (not current expenses, but those that the applicant foresees in the future)	
Housing (rent, house payments)	\$2,000		
Utilities (phone, electricity, water, heating, Internet)	\$625	\$75	heat bills higher in cold months
Food (groceries)	\$1,500		
Childcare	\$0	\$1,750	My sister watches my son while I am at work, but I would like to get him in a daycare facility.
Car expenses (car payments, maintenance, repair, gasoline, insurance)	\$1,500	\$1,000	My car needs new tires and service.
Applicant's education expenses (books, computer, supplies, travel, etc.)	\$1,400	\$1,000	I need a new computer to keep up with my classes.
Children's education expenses (supplies, books, school activities)	\$300		
Clothing	\$400	\$100	My kids need new coats
Children's activities (music lessons, sports teams, dancing, organizational dues, etc.)	\$400	\$100	My daughter wants to take an art class at the civic center this spring.
Medical expenses	\$250	\$250	I need two fillings this spring.
Health insurance	\$150		
<b>Total Expenses</b>	<b>\$8,525</b>	<b>additional \$4,275</b>	
Current income	Income per Semester (i.e., one-time costs + monthly costs)		
	Current	If scholarship received	
Work	\$10,000 (\$2,000/month)	\$5,000 (\$1,000/month)	With this scholarship, I could work part time to spend more time with my kids and studies.
Financial Aid			
Other	\$1,000	\$0	Right now I earn extra money working with my brother on weekends, but with the scholarship I would not need to anymore.
Child support	\$2,500	\$2,500	
Alimony			
Social services			
<b>Total Income</b>	<b>\$13,500</b>	<b>\$7,500</b>	

Please use this form to show how receipt of the scholarship will decrease your dependence on other sources of income and positively affect your ability to spend time with your children and focus on successful attainment of your educational goals.