



ROBERT A. LEONARD JR.
CHARITABLE TRUST

SCHOLARSHIP APPLICATION GUIDELINES AND CRITERIA 2021-2022 ACADEMIC YEAR

THE PROGRAM

The Robert A. Leonard Jr. Charitable Trust has established a program to assist students who plan to continue their education in college or vocational school programs. Scholarships are offered each year for full-time study at an accredited institution of the student's choice. This scholarship program is administered by the Robert A. Leonard Jr. Charitable Trust. Awards are granted without regard to race, color, creed, religion, sexual orientation, gender, or national origin.

ELIGIBILITY

Applicants to the Robert A. Leonard Jr. Scholarship program must be:

- Michigan high school seniors who plan to enroll in undergraduate study at an accredited two-year or four-year college, university, or vocational-technical school, with a minimum of twelve (12) credit hours for the entire upcoming academic year.
- Applicant must complete an official Robert A. Leonard Jr. Scholarship application form provided by the Robert A. Leonard Jr. Charitable Trust. No copies or outdated applications will be accepted.
- Each applicant may submit no more than one application. Applications must be residents of the state of Michigan.
- All questions must be answered and either printed in black ink or typed and all signatures affixed on the forms provided to qualify.

AWARDS

If selected as a recipient, the student will receive an award in one of three categories, A) Book Award, B) Tuition Award, C) Housing Allowance. Up to 15 awards will be granted each year. Awards are not renewable. Awards are for undergraduate study only. Award amounts range from \$500.00 to \$7,500.00 and are granted based on need.

APPLICATION

Interested students must complete the application and mail or email it along with a current, complete transcript of grades, and attachments to Robert A. Leonard Jr. Scholarship Program postmarked no later than March 1, 2022. Grade reports are not acceptable. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term

in which each course was taken. Applicants will receive acknowledgment of receipt of their application. If an acknowledgment card is not received within three weeks, applicants may call the Robert A. Leonard Jr. Scholarship Program to verify that the application has been received.

Applicants are responsible for gathering and submitting all necessary information. Applications are evaluated on the information supplied; therefore, answer all questions completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by Robert A. Leonard Jr. Scholarship Program management.

CRITERIA

1. Applicant must have completed high school or equivalent, with a minimum 2.8 grade point average.
2. Applicant must submit an official transcript included grades through the last reporting period prior to the application and an official recording of SAT/ACT scores. Transcript should also include applicant's attendance record or separate document of historical attendance record.
3. Applicant must have completed 40 hours of volunteer service. Service may be from more than one location. Hours of Service Verification Form is required. **(WAIVED FOR 2022)**
4. Applicant must submit two (2) letters of recommendation from the following: a) teacher, b) counselor, c) pastor, d) employer, e) coach.
5. Application must include an essay of 500 words or less, typed by the applicant on one of the following topics: a) the importance of education, b) how to influence positive change in my community, c) how I plan to give back to my community after graduation
6. Applicant's community service, community service awards, education awards and recognition, educational goals will be considered in the screening and selection process.
7. **Application deadline: MARCH 1, 2022. Application must be post marked by, MARCH 1, 2022. Applications may also be submitted by email. NO EXCEPTIONS.**

SELECTION OF RECIPIENTS

Scholarship recipients are selected based on academic record, demonstrated leadership and participation in school and community activities, honors, work experience, statement of goals and aspirations, unusual personal or family circumstances, and an outside appraisal. Financial need is not considered.

Selection of recipients is made by Robert A. Leonard Jr. Scholarship Program Board of Trustees. All applicants agree to accept the decision as final. All applications and attachments become the property of Robert A. Leonard Jr. Scholarship program. Applicants will receive written notification of their application status in July. **Finalists for scholarships will be required to attend a mandatory in-person interview with the Robert A. Leonard Jr. Charitable Trust**

Board of Trustees prior to decision. Due to COVID mandates by the local, state, and federal governments, interview schedules may be modified. Students selected as finalists for the scholarship will be notified of these changes.

PAYMENT OF SCHOLARSHIPS

Robert A. Leonard Jr. Charitable Trust process scholarship payments on behalf of Robert A. Leonard Jr. Scholarship Program. Payments are made on or before the beginning of the student's fall semester. **The award will be sent directly to the accredited college, university, technical or vocational school** in the United States of America where the student will do his or her undergraduate work. The award will be paid only for undergraduate course for students carrying at least the minimum number of credit hours required by the Robert A. Leonard Jr. scholarship program. All awards must be applied toward the academic year starting in the same calendar year the recipient is approved by the Board of Trustees.

OBLIGATIONS

Recipient(s) must use the scholarship award as stated in eligibility guidelines. Recipient(s) are required to notify Robert A. Leonard Jr. Scholarship Program of any changes in address, school enrollment, or other relevant information and to send a complete transcript when requested.

Award recipient(s) must furnish the following information to Robert A. Leonard Jr. Scholarship Program by July 30, 2022; exact name and address of the school selected/accepted (copy of acceptance letter from school), registration date and an individual photograph. Failure to furnish this material could result in the forfeiture of the award and the subsequent awarding of the scholarship to an alternate applicant.

REVISIONS

Robert A. Leonard Jr. Scholarship Program reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time including termination of the program.

ADDITIONAL INFORMATION

Questions regarding the scholarship program should be addressed to:

ROBERT A. LEONARD JR. SCHOLARSHIP PROGRAM
PO Box 898
Southfield, Michigan 48037
Ph: (877) 946-4569
Email: robertaleonardtrust@gmail.com
Website: raltrust.org