

Dear Applicant,

As the Chair of the Mortimer C. and Elizabeth Ann Schaidt Scholastic Tuition Fund, by and through St. Paul's Lutheran Church of Cumberland, MD, I want to congratulate you on your decision to continue your education.

The enclosed information is designed to assist you in understanding the mission of the Mortimer C. and Elizabeth Ann Schaidt Scholastic Tuition Fund and to provide guidance in completing the necessary paperwork for the Committee's review of your application. I strongly urge you to read all materials before you begin completing the application.

If at any time you have questions about the process, or the application itself, please feel free to contact this committee by email stpaulsscholarship2015@gmail.com or by phone at (301) 722-6604.

I, along with my fellow committee members, wish you God's blessing for success in obtaining your desired degree.

Sincerely,

Caitlin Hudgins, Chair
Mortimer C. and Elizabeth Ann Schaidt Scholastic Tuition Fund

The Mortimer C. and Elizabeth Ann Schaidt Scholastic Tuition Fund

Application Instructions

Introduction

The Mortimer C. and Elizabeth Ann Schaidt Scholastic Tuition Fund (Schaidt Scholarship) was created by the Mortimer C. Schaidt Trust of 1996. It is this Trust document that provides the parameters under which the scholarship monies can, and will, be awarded.

The mission of the Schaidt Scholarship is to provide a substantial contribution toward the **tuition expense** of obtaining a post high school degree or certification issued by an accredited institution. The degree or certification obtained may be those bestowed by a graduate program, a 2 or 4 year college or university, or a trade or technical institution. The “accreditation” will be determined by either the appropriate education system or by a governing authority of a particular profession.

Scholarship Award

The monies awarded under the Schaidt Scholarship are not repayable, nor will they be reported to the IRS as taxable income.

Scholarship Requirements

The information provided by the student on the scholarship application will be used to determine a numeric score. That scoring will be based on the following parameters:

- 1) Members of St. Paul’s Lutheran Church of Cumberland, MD-**Membership is defined by the Evangelical Lutheran Church in America as “one who communes and contributes at least once annually.” This active membership status will be confirmed by records of St. Paul’s Lutheran Church for the year of application. Priority consideration will be given to members of St. Paul’s Lutheran Church of Cumberland, MD followed by students who are in Allegany County, MD.
- 2) Grade Point Average (GPA)-**
 - Graduating GPA for high school seniors
 - College GPA for returning applicants. **Please note**-failure to maintain a minimum cumulative GPA of 2.0 will disqualify the applicant.
 - Most recent transcripts for those having not attended an accredited school (high school, college, or trade/technical school) for over 1 year.
- 3) The inability of applicant to pay the cost of tuition completely on their own.**

Instructions for Completing the Application

- 1) Complete the three page application form available online at www.stpaulcumberland.org or request an application from the office of St. Paul's Lutheran Church by phone (301) 722-6604.
- 2) Submit an essay with your application outlining your military service, volunteer service to the church, other volunteer service, employment and participation in extracurricular activities.
- 3) Return the completed application forms by email to stpaulsscholarship2015@gmail.com or by U.S. mail to St. Paul's Lutheran Church, 15 N. Smallwood Street, Cumberland, MD 21502, Attn: Schaidt Scholarship Committee. **Application deadline is June 15th of each year.** St. Paul's Lutheran Church will not be responsible for applications received after the deadline due to mailing delays.
- 4) Forward any additional documentation via email to stpaulsscholarship2015@gmail.com or U.S. mail. Please be sure that the documents clearly indicate the applicant's name.
- 5) All documentation submitted to the Schaidt Scholarship Committee for review will become the property of St. Paul's Lutheran Church and will NOT be returned.

Supporting Documentation Required

For New Applicants – high school transcripts, letter of acceptance from an accredited educational institution, and the Educational Costs Worksheet included with the application. If you are not a graduating senior from high school, please submit a copy of your state issued identification (i.e. driver's license, age of majority card, etc.)

For Returning Applicants – College transcripts and the Educational Costs Worksheet included with the application.

What's Next?

The Scholarship Committee will begin the application review process on June 15th of each year. Shortly thereafter, the applicants will receive written notice from the Scholarship Committee as to the status of their request.

If an applicant receives an award letter, they will also receive further instructions as to how to have the funds paid on their behalf directly to the learning institution. Each applicant should prepare themselves by having the school's admissions and/or billing office information, and the student identification (if assigned) available upon request. Disbursements will be made directly to the learning institution from the Trustee's office for the dollar amount of the TUITION ONLY per the billing statement provided from the institution. Neither St. Paul's Lutheran Church, nor the Trustee of the Schaidt Trust, will be held responsible for late tuition payments as a result of the applicant's delay in providing the scholarship committee with the appropriate billing documentation.

Notice of Disqualification

If at any time the Schaidt Scholarship Committee finds that any information provided by an applicant is false, their application or award will be denied and/or revoked.