

IPS PROCEDURES AND POLICIES 2009–2010

PURPOSE

Believing that education is fundamental to world peace and understanding, members of the P.E.O. Sisterhood contribute funds for the purpose of providing scholarships for selected women from other countries for study in the United States and Canada.

I. PREREQUISITES FOR APPLICANTS

A. Entrance Classification and Confirmation of Admission

1. An applicant must be qualified for admission to full-time graduate study, working toward a graduate degree in the college or university she will attend.
2. A copy of the applicant's confirmation of admission must be received by the IPS office by April 1 in order to complete the application. This notice must specify the graduate degree program. No consideration will be given to applicants lacking evidence of admission.

B. Promise To Return

An applicant must submit a witnessed statement certifying that upon completion of her degree program she will return to her own country within 60 days, depending on her visa status, to pursue her professional career. This statement must be signed by both applicant and witness. An applicant selected to receive a scholarship shall be required to agree to repay any scholarship moneys received if she fails to return to her own country upon completion of her terminal degree program.

C. Travel Expenses

The applicant must have round-trip or return travel expenses guaranteed. A travel form to this effect from the guarantor must be filed with the application.

D. Contact Person

The applicant must have a contact person who is a citizen of the United States or Canada and who lives in one of those two countries. The contact person will act as the student's nonacademic adviser and will help her in the event of a personal emergency. The contact person will know the address of the student at all times. This does not involve financial obligation.

E. Ineligibility

1. A student holding citizenship or permanent residency in the United States or Canada is ineligible.
2. Scholarships are not given for research, internships, or for practical training if not combined with coursework.
3. Scholarships are not awarded for travel.
4. In order to qualify for her first scholarship, an applicant must have a full year of coursework remaining and be enrolled and on campus for the entire school year.
5. Doctoral students who have completed coursework and are working on dissertations only are not eligible as first-time applicants.
6. Doctoral students in medicine or dentistry will be considered in the final two years of coursework, internship or residency.

F. Nondiscriminatory Basis

The applications of individuals who satisfy the prerequisites set forth in this section will be evaluated on a nondiscriminatory basis without consideration of race, national origin, religious affiliation, or disability.

G. Cottey College Applicants

(A.) Entrance Classification, (B.) Promise to Return and (C.) Travel Expenses do not apply to the applicant who enrolls at Cottey College, Nevada, Missouri. Cottey College is owned and operated by the P.E.O. Sisterhood. The applicant shall present evidence of admission to Cottey.

II. PROCEDURES FOR APPLICANTS

A. Application Material

1. Information concerning the International Peace Scholarship program is available from P.E.O. International Peace Scholarship Fund, P.E.O. Executive Office, 3700 Grand Avenue, Des Moines, Iowa 50312-2899 or by visiting www.peointernational.org.
2. Eligibility must be established before application material is sent to

applicants. The eligibility material may be requested or downloaded from www.peointernational.org at any time, but the completed material will be accepted in the IPS office only after August 15 and before December 15.

3. Forms will be sent to Cottey College applicants after they have been admitted to Cottey and recommended by the Director of Admission.
4. All application material must be submitted in English. It must be either typed or printed legibly to be considered.

B. Filing Date

Completed application forms and all other material requested, except the confirmation of admission and income verification, must be received in one packet by the P.E.O. International Peace Scholarship Fund, P.E.O. Executive Office, 3700 Grand Avenue, Des Moines, Iowa 50312-2899. The application packet must be postmarked on or before January 31 of the year for which the scholarship is requested. Confirmation of admission and income verification must be received in this office by April 1.

III. GENERAL POLICIES FOR APPLICANTS

A. Initial and Renewal Applications

1. The application is made for a period not to exceed one year (two semesters and one summer session or equivalent).
2. Renewal applications may be made for additional scholarship assistance under the following regulations:
 - a. Students may request renewal forms after August 15. These completed forms, requesting assistance for the ensuing academic year, along with three (3) recommendation forms, must be postmarked on or before January 31. These items are to be sent in one packet.
 - b. A recipient is eligible to apply for one renewal of her scholarship until she receives her degree (or diploma from Cottey College). RESTRICTION: She may receive scholarship assistance for no more than two years. See "c." below.
 - c. A student who has received assistance for study at Cottey Junior College is eligible to apply for one more scholarship while in graduate school.

B. Maximum Amount of Scholarship

1. The maximum scholarship for one year (12 months) of study shall be \$10,000, based upon need (year runs from August to August).
2. The scholarships are given as GRANTS-IN-AID and are not intended to cover all academic or personal expenses. An applicant is required to show proof of adequate additional financial resources to meet her estimated expenses. Examples of "additional financial resources" are personal and family funds, tuition waivers, work scholarships, teaching assistantships, study grants, and other scholarships.

C. The Award

1. Announcement of awards is made in May. The amount of the scholarship will be divided into two payments to be distributed in August and December.
2. Scholarships to students studying in Canadian universities will be paid in Canadian dollars.
3. Scholarship funds may be used only for tuition, maintenance and incidental expenses, and only while in residence as a full-time student in the United States or Canada at the institution specified. Failure of a student to notify the board of trustees in advance of an extended absence from the campus or transfer to another institution may result in cancellation of her scholarship.
4. A doctoral student, with a renewal scholarship, working only on dissertation must be enrolled as a full-time student at the university, and being supervised by her academic adviser.
5. The scholarship funds may not be used for travel in the United States, Canada, or abroad.

IPS APPLICATION CALENDAR

for the 2009-10 Term of Study

APPLICATION IS A TWO-STEP PROCESS

Step 1: Eligibility

- A student or P.E.O. may request the Eligibility Form from the IPS office or download it from the P.E.O. Web site at www.peointernational.org.
- Eligibility information form is sent to the student.
- Eligibility information is accepted in the IPS office after August 15 and before December 15.
- Eligibility information received **after** December 15 will not be considered.
- Deadline to apply for a scholarship is December 15.

Step 2: Application

- If eligibility information is satisfactory, application material is sent.
- Postmark date for receipt of application material, except confirmation of admission from university and income verification, is January 31.
- Final date for receipt of confirmation of admission from university and verification of other income, scholarships, etc., is April 1.

APPLICATION CALENDAR

Eligibility material may be requested at any time.

August 15, 2008

IPS office begins to accept Eligibility Forms for 2009-2010 awards
Renewal application material available for 2009-2010 scholarships

December 15, 2008

Deadline to apply for a P.E.O. International Peace Scholarship and final date for receipt of eligibility information. If an applicant is eligible, application material will be sent.

January 31, 2009

Postmark date for receipt of completed application with the exception of confirmation of admission from university and income verification.

April 1, 2009

Final date for receipt of confirmation of admission from university and income verification.

May 1, 2009

Notification of scholarships

June 1, 2009

Final date for student acceptance of scholarships