

# Application Guideline:

## Palo Verde Ridge Scholarship

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Here is the information and documents you will need to provide on the scholarship application. Prepare these before logging in to complete the online application.

- 1) Personal Information, including your Name and Address
- 2) Certification that you are Eligible. If you are the Qualifying Employee, you will need your social security number, store location and approximate dates you worked at a Listed Company. If you are a dependent, you will need the information about your Qualifying Employee, as well as a scan of the Qualifying Employee's most recent 1040 tax return showing you as a dependent.
- 3) Planned Educational Program. This includes your choices for field of study, degree / certificate and accredited institution. If you have been accepted to the institution, you will need to have a scan of the acceptance letter.
- 4) Financial Information. You will need to describe your household (per IRS guidelines), and provide the Adjusted Gross Income for you (if you filed a tax return) and your family (from their separate tax return). You will also need to provide information about the cost of the proposed educational program, and your expected living costs.
- 5) Scholastic Information. You will need to provide information about your experience at high school, and any post-high school education programs you have attended. You will need to provide a scan of the school transcripts and, if you have them, a scan of your most recent test scores for the ACT or SAT.
- 6) References. You will need to identify people who would be willing to act as a reference for you. You will need to get their permission to cite them as references on your application. Your referrer will need to upload an electronic copy or scan of their recommendation letter, as well as answer several questions about you as a candidate for the scholarship. The referrer submits their information separately from your application.
- 7) Personal Essay. You will need to write a personal essay, with a maximum of 500 words, describing why you are a good candidate for the scholarship. Write your essay using a word processing program, and save it. Spell check your essay, then copy and paste it into the upload application.
- 8) Certification. You will need to certify that your statements are true and accurate.