



## 2019 Scholarship Application and Information for the TryEngineering Summer Institute

<p><b>Scholarship Information</b></p>	<p>The <b>TryEngineering Summer Institute Scholarship</b> is a need-based scholarship that offers financial assistance to students interested in attending the TryEngineering Summer Institute.</p> <ul style="list-style-type: none"> <li>● There are a limited number of full and partial scholarships for each location. <ul style="list-style-type: none"> <li>○ A full scholarship is the equivalent to full tuition.</li> <li>○ A partial scholarship is the equivalent to 50% off the tuition cost.</li> </ul> </li> </ul> <p>The scholarship may only be applied towards the reduction of Summer Institute tuition for the year of application. It cannot be used towards related expenses such as, but not limited to, travel and purchase of individual Summer Institute supplies incurred before, during or after attendance.</p> <p>If the student is selected, the scholarship will be applied directly to the student’s tuition balance. <b>The scholarship is not tax deductible.</b></p>
<p><b>Eligibility</b></p>	<p>Eligible applicants must be rising 8<sup>th</sup> through 12<sup>th</sup> graders (or ages 12 through 17). Current IEEE employees and their family members are ineligible for this scholarship. The scholarship is only available to United States residents. International applicants are not eligible.</p>
<p><b>Selection Criteria</b></p>	<p>Selection criteria will include the following areas: demonstrated financial need, personal essay, and letters of recommendation. We reserve the right to consider other factors during the selection process.</p>
<p><b>Deadlines &amp; Delivery</b></p>	<p>Applications must be completed and postmarked by: <b>Friday, March 22, 2019. Applications postmarked after the deadline will not be reviewed.</b></p> <ul style="list-style-type: none"> <li>● Applicants will be notified by email <b>by Friday, April 19, 2019 by 5:00PM US EDT</b> if they have received the scholarship.</li> <li>● <b>The applicant and their guardian must sign and return the acceptance form via email by Monday, May 6, 2019 by 4:00PM US EDT.</b> If the deadline is not met, your scholarship award will be forfeited.</li> </ul> <p>Completed Scholarship Applications must be mailed to: <b>Branded Camp Services, ATTN: IEEE Scholarship, 65 15<sup>th</sup> Street, Suite 2R, Brooklyn, NY 11215.</b></p> <p>Applications missing documents will not be reviewed. Applications postmarked after the deadline will not be reviewed. Please do not include additional documents, they will not be reviewed. Materials will not be returned to the applicant.</p>
<p><b>Contact</b></p>	<p>If you have any questions, you can email <a href="mailto:info@tryengineeringinstitute.org">info@tryengineeringinstitute.org</a> with the subject line: <b>2019 Scholarship Question.</b></p>



## 2019 Scholarship Application Breakdown for TryEngineering Summer Institute

Scholarship recipients will be selected based on the following:

### 1. Application Form

- a. All questions must be completed.
- b. Both applicant and guardian signatures are required on the application form.

### 2. Financial Need

- a. Applicant must provide proof of financial need by submitting the first page of their federally-filed tax return. (Social Security numbers can be redacted (e.g. blacked out).)
  - i. If an applicant cannot provide financial information, they must write a letter of exception explaining why the financial information cannot be provided and describing their financial situation to qualify for a needs-based scholarship. (See "Letter of Exception" below.)

### 3. Personal Essay

#### a. Essay Question: Why do you want to attend the TryEngineering Summer Institute, and what impact do you think it will have on your future?

- i. *Font:* 12 pt. Times New Roman
- ii. *Double Space:* The entire essay should be double-spaced with no extra space between paragraphs.
- iii. *Margins:* One-inch margins all around.
- iv. *Page Number:* Your last name and the page number should appear in the upper right corner of each page of your essay, including the first page (e.g. **Jones 3**).
- v. *Title:* Your essay should include a title. The title should be centered and should appear under the heading information on the first page and above the first line of your essay.
- vi. *Alignment:* Entire essay should be "left justified."
- vii. *Word Limit:* 1,000 words.
  1. *Note: If the essay exceeds 1,000 words, reviewers will not read past the designated amount.*

### 4. 2 Letters of Recommendation

- a. Each letter of recommendation should be no longer than one page.
- b. Letters must include the name and contact information for the reference, how the reference knows the applicant, and the referrer's signature at the bottom.
- c. **Letters from the following are acceptable:** Current or former teachers, guidance counselors, mentors, coaches, and other individuals familiar with the applicant.
- d. Letters from family members will not be accepted.

### 5. Letter of Exception (to be included if tax return cannot be provided)

- a. *Font:* 12 pt. Times New Roman
- b. *Double Space:* The entire letter should be double-spaced with no extra space between paragraphs.
- c. *Margins:* One-inch margins all around.
- d. *Page Number:* Your last name and the page number should appear in the upper right corner of each page of your letter, including the first page (e.g. **Jones 3**).
- e. *Alignment:* Entire letter should be "left justified."
- f. *Word Limit:* 1,000 words.
  - i. *Note: If the letter exceeds 1,000 words, reviewers will not read past the designated amount.*



**Please read all instructions and information before filling out the application.**

**Reminder:**

- Incomplete applications and packages will not be reviewed.
- Applications postmarked after the deadline will not be reviewed.
- Applications without a parent/guardian signature will not be reviewed.
- Please do not attach any additional documents to the application that have not been requested. They will not be reviewed.



## 2019 Scholarship Application Guidelines and Instructions

### General Information/Criteria

1. The TryEngineering Summer Institute Scholarship offers need-based scholarships for rising 8<sup>th</sup> through 12<sup>th</sup> graders (or ages 12 through 17) who will attend a TryEngineering Summer Institute session at one of the three Summer Institute locations in 2019.
2. A Selection Committee will review each application and make scholarship recipient recommendations to the IEEE Foundation. The IEEE Foundation will provide final approval of scholarship recipients.
  - a. Selection criteria will include, but are not limited to: demonstrated financial need, personal essay, and letters of recommendation. We reserve the right to consider other factors during the selection process.
3. The applicant is responsible for gathering and submitting all necessary information and official documents by the submission deadline.
4. Current IEEE employees and their family members are ineligible for this scholarship.
5. The scholarship is only available to United States residents. International applicants are not eligible.
6. The TryEngineering Summer Institute Scholarship does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, national origin (ancestry), disability, or sexual orientation, in any of its activities or operations.
7. Applications must be postmarked no later than **Friday, March 22, 2019**. Applications postmarked after the deadline will not be eligible.
8. Applicants do not need to be registered for a Summer Institute session prior to the submission of the scholarship application. If you are selected for an award, you will be required to register after acceptance.
9. Applicants will be notified via email of the IEEE Foundation's decisions by **Friday, April 19, 2019 by 5:00PM US EDT**.
10. Scholarship winners must agree to any publicity the TryEngineering Summer Institute may want to use, including but not limited to, publication of photos, usage of name, and award amounts.
11. Students and their guardians must fill out, sign and return the acceptance form via email for the scholarship by **Monday, May 6, 2019 by 4:00PM US EDT**. If deadline is not met, your scholarship award will be forfeited.
12. If you have any questions, you can email [info@tryengineeringinstitute.org](mailto:info@tryengineeringinstitute.org) with the subject line: **2019 Scholarship Question**. Please, no calls.
13. This scholarship is not tax deductible and the applicant, if awarded, must report the award as income on their taxes. You will be required to supply a completed and signed W-9 and will receive a 1099MISC form from IEEE reporting the scholarship amount to the IRS.

### Eligibility Each applicant must meet the following requirements:

1. Must be a rising 8<sup>th</sup> through 12<sup>th</sup> grader (or ages 12 through 17).
2. Must be intending to attend a 2019 TryEngineering Summer Institute at one of the three locations.
3. Current IEEE employees and their family members are ineligible for this scholarship.
4. The scholarship is only available to United States residents. International applicants are not eligible.

### Limitations

1. Scholarship funds can only be applied to the July 2019 Summer Institutes. Funds cannot be deferred to future years.



2. The scholarship may only be applied towards the reduction of the tuition of the Summer Institute. It cannot be used towards related expenses such as, but not limited to, travel and purchase of individual Summer Institute supplies incurred before or during attendance.
3. The scholarship will be applied to applicant's the balance by **Monday, May 20, 2019 by 4:00PM US EDT.**
4. The applicant is required to pay any remaining outstanding tuition balances by **Friday, May 31, 2019 by 5:00PM US EDT.**

## **Scholarship Selection Process**

1. The Selection Committee will be composed of two employees of IEEE, two IEEE volunteers, and two employees of Branded Camp Services.
2. The Selection Committee will recommend a list of scholarship recipients and alternates to the IEEE Foundation.
3. The IEEE Foundation is responsible for final approval of scholarship recipients. All decisions are final.

## **How to Apply**

1. All questions in the application form must be filled out.
2. Please print out the PDF and all its attachments.
  - a. Please print legibly in black or blue ink or type, using only the available spaces on the form. Do not use the back of the form.
  - b. You may type your answers into the application, however it must include the applicant and parent/guardian signature.
  - c. Essay letter should be typed; see instructions above.
  - d. Letters of recommendation should be typed out and include recommender's signature; see instructions above.
  - e. If needed, the letter of exception should be typed and is not to exceed 1,000 words.
3. Completed Scholarship Applications must be mailed to: **Branded Camp Services, ATTN: IEEE Scholarship, 65 15<sup>th</sup> Street, Suite 2R, Brooklyn, NY 11215** postmarked no later than **Friday, March 22, 2019.**

## **Application Completion**

This application becomes complete and valid only when all the pages listed below are delivered. All materials must be submitted at the same time.

1. **Application Form**
2. **Financial Form** - First page of your federally filed tax return with social security number redacted (blacked out)
3. **Personal Essay**
4. **2 Letters of Recommendation**
5. **Letter of Exception\***

\*only if necessary

## **After Application Submission**

1. Once the application is received, you will get an email notification that the application is in our possession.
  - a. This email notification is your receipt that it has been received within the deadline.
  - b. If you do not receive an email notification, the application has not been received.
  - c. The email notification does not imply the application is in acceptable condition for review, and is not missing required elements and/or forms.



- d. Please do not call or email asking if your application has been received immediately after sending. We will not respond.
2. After the IEEE Foundation makes its final decisions, you will be notified by email no later than **Friday, April 19, 2019 by 5:00PM.**
3. If you have been awarded a scholarship, you will be sent the acceptance form and rules. The **applicant and parent/guardian must sign and return the acceptance form via email by Monday, May 6, 2019 by 4:00PM.** Not doing this by the deadline may result in the forfeiture of the award.
4. Once we have received the completed acceptance form, you will be contacted about registration for the TryEngineering Summer Institute.



## 2019 Scholarship Application

### Personal Data Sheet – PART 1

<b>APPLICANT'S INFORMATION</b>		
Name (First and Last)		
Street Address (Address, City, State, Zip)		
Phone Number		Email Address
Age	Grade	High School Name & Address
<b>GUARDIAN'S INFORMATION</b>		
Name (First and Last)		
Relationship to Applicant		Street Address (Address, City, State, Zip)
Phone Number		Email Address
Are you a member of IEEE Membership Organizations? Circle One:            Yes            No		If yes, please provide your membership ID:

### Summer Institute Scholarship Data Sheet – PART 2

<b>APPLICANT'S CAMP INFORMATION</b>	
Have you attended TryEngineering Camp before? Circle One:            Yes            No	If yes, list the location(s) and date(s):
Have you applied for a TryEngineering scholarship before? Circle One:            Yes            No	If yes, list the year of application(s):
Are you currently enrolled in the Summer Institute for 2019? Circle One:            Yes            No	If yes, list the location(s) and session(s):
If no, please list intended location and session enrollment:	



### Financial Information Sheet – PART 3

APPLICANT’S FINANCIAL INFORMATION	
<p><b>Will you be including your last filed federal tax (or international equivalent) return with this application?</b>  <b>Circle One:</b>                Yes                                No</p>	<p><b>If yes, list the year of the tax return:</b></p>
<p><b>Number of people in household:</b></p>	<p><b>Annual Household Income:</b></p>

I have read and understand the application requirements for the TryEngineering Summer Institute Scholarship Program. All the information provided above is, to the best of my knowledge, accurate.

I understand that if I receive a full or partial scholarship, I will be able to participate in the TryEngineering Summer Institute session of my choice. I am making a commitment to arrive on time for the session and to participate fully in the program. I understand that if I am removed from the TryEngineering Summer Institute due to breaking the rules before the completion of the session, that my family may be required to pay the full or partial amount of the scholarship as penalty.

\_\_\_\_\_

Student Printed Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

As parent or guardian, I understand that if my child is removed from the program for breaking the rules, I may be required to pay the full or partial amount of the scholarship as penalty.

As parent or guardian, I understand this scholarship, full or partial, only covers tuition and I am responsible for the cost of transportation, supplies and incidentals.

I understand, if awarded, the scholarship is not tax-deductible. I must report the scholarship amount as income on my taxes. I must provide a completed W-9 form to BCS with my acceptance form. I understand I will receive a 1099MISC form from IEEE, who will be reporting the scholarship amount to the IRS.

I will provide transportation and plan for this student to attend the TryEngineering Summer Institute.





I understand that I am knowingly providing information to the TryEngineering Summer Institute. As such, I understand that my information will be reviewed by the Selection Committee, the IEEE Foundation, and potential unforeseen third-party individuals throughout this process. I understand the risks inherent in mailing the application and listed attachments and do not hold liable Branded Camp Services or IEEE for any potential or future breaches in security.

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Parent or Guardian Printed Name

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Parent or Guardian Signature

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Date

*Scholarships will be awarded based on financial need, essay and letters of recommendation and availability of scholarships at the Summer Institute, per session. TryEngineering Summer Institute will try to meet as many scholarship requests as it can. The TryEngineering Summer Institute Scholarship Program does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, national origin (ancestry), disability, or sexual orientation, in any of its activities or operations.*



## **2019 Scholarship Essay**

**Why do you want to attend the TryEngineering Summer Institute, and what impact do you think it will have on your future?**

*You can type your essay in a separate document; it does not need to be on this letterhead.*



## 2019 Letter of Exception

If you have not included a federally filed tax return with this scholarship application, **please explain why the financial information was not provided and explain your current financial situation to qualify for a needs-based scholarship.**

*You can type your essay in a separate document; it does not need to be on this letterhead.*