

THE WAYNE T. DAY SCHOLARSHIP PROGRAM

For children and spouses of Kirlin Employees

Academic Year 2018 - 2019

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WAYNE T. DAY SCHOLARSHIP

Kirlin offers a college scholarship program for employees' children and spouses (hereinafter referred to as "applicants").

Each year, the company provides up to 100 scholarships of at least \$1,000 per student, to help offset the cost of higher education for eligible applicants who wish to pursue a college degree, preferably in construction management, science, technology, engineering or math.

WAYNE T. DAY SCHOLARSHIP

DEADLINE: APRIL 20, 2018

Eligibility – Must meet all of the following criteria

- Employee must work full-time who works at least 1,500 hours and has been employed for one year as of September 1 of the school year. The employee must remain employed for the full academic year in order for the applicant to continue to receive the balance of awarded funding.
- The applicant must be the child, stepchild or current spouse of the employee who meets the eligibility requirement.
- All applicants must be accepted by an accredited college or university and must be enrolled in a degree program (associate/2-year or above). Children of applicants must be enrolled as full-time undergraduate students, enrolled in at least 12 credit hours or the equivalent, in quarter and trimester systems. Spouse applicants may either be full-time or part-time students.
- An applicant may re-apply annually and, if selected, may receive a scholarship up to four years or five years in cases where warranted by a particular program of study.
- Make-up classes do not qualify for this program.

Applications – Completed applications and documents must be received by the Program Administrator by the deadline.

- By Mail: Send to The Kirlin Group, Attn: Wayne T. Day Scholarship Administrator, 515 Dover Road, Suite 2100, Rockville, MD 20850
- By Email: Send to rmesa@jklc.com.
- Submit by one of the previous options only.

Applicants Attending College for the First Time

- Wayne T. Day Scholarship Application
- Two letters of recommendation – one must be from a school official, and the second one from anyone (except friends and relatives) who can attest to his/her character, work ethic, skills or abilities, e.g. former employer, community leader, etc.
- Proof of acceptance at an accredited college or university
- Essay describing why the scholarship is important to him/her and what his/her individual goals are following college graduation

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Applicants Currently Enrolled in College

- Wayne T. Day Scholarship Application
- Two letters of recommendation – one must be from a school official, and the second one from anyone (except friends and relatives) who can attest to his/her character, work ethic, skills or abilities, e.g. former employer, community leader, etc.
- Proof of registration for the Fall 2018 term, and proof that he/she is in good standing
- College transcripts indicating at least 2.5 cumulative GPA for the most recent grading period just prior to the application
- Essay describing why the applicant deserves the scholarship and what his/her individual goals are for the next five years

Applicants Returning to College Without Attending Prior Quarter/Semester

- Must submit same documentation as above.
- Will be on a reimbursable basis ONLY. Only one return will be considered.
- Students must turn in their full report card and proof of eligible expenses to be reimbursed. Make-up classes will not apply.

Scholarship Selection

- A selection committee made up of a representative from each business unit and consisting of a mix of upper management, office staff and field employees will select scholarship recipients. The selection committee will convene in early May.

Selection criteria will be based upon the following:

- Priority consideration will be given first to dependent children, followed by spouses.
- If fewer than one hundred (100) total applicants:
 - ❖ Each eligible applicant will receive an annual scholarship of at least \$1,000 but no more than \$4,000 paid in terms increments.
 - ❖ Eligible applicants declaring a field of study in construction management, science, technology, engineering or math (STEM) will receive an annual scholarship of at least \$2,000, but not more than \$5,000.
- More than one hundred (100) total applicants:
 - ❖ Only 100 applicants will receive a scholarship. Those pursuing a construction-related degree will be awarded first. A lottery system will be used to determine the remaining winners.
 - ❖ Those families with more than one dependent competing for a scholarship will be asked to select one for further consideration.
- The President/CEO will notify all winning applicants of the results, in writing, by the end of May.

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Scholarship Administration

- Payments will be made directly to the college/university on behalf of the students who are new to the program. For returning students, if the applicant or employee pays the school directly, reimbursement will be subject to proof that the payment was actually made.
- Funds will be dispersed at 50% of the total award per semester, 25% per quarter, or 33% per trimester based on the institution's system.
- To retain eligibility for subsequent years, the student must maintain a cumulative GPA of at least 2.5 based on a 4.0 scale, or the equivalent on other scales. Failure to maintain the required GPA will result in ineligibility for the program the following year.
- Scholarship payments are taxable to the employee in the year paid, and will be reflected on the W-2 as "taxable fringe."
- Scholarship payments will be considered after all other scholarships and grants are awarded and will only pay for remaining reimbursable expenses. Applicants are expected to disclose other funding sources.

Disclaimer: The Company retains the right to modify, suspend or cancel the scholarship program, in whole or in part, at any time without notice.

Eligible Expenses (not all-inclusive)

- Application, campus parking, technology and lab fees.
- Tuition
- Books: Titles must be clearly shown on the receipt.
- Study Abroad Programs are eligible if the coursework is related to your major, is offered by your college/university, and credits are being earned.
- Housing Costs are eligible only during a term in which a student is enrolled in school full-time. Payments for dormitory housing will be made directly to the college/university. Off-campus housing payments, if eligible, will be made to the student on a reimbursable basis. Off-campus housing expenses for community college programs and online degree programs are not reimbursable.
- Meal plans, if part of the college dormitory program.
- Other reasonable fees imposed by your college/university will be reviewed on a case-by-case basis.

Ineligible Expenses (not all-inclusive)

- Summer school and related expenses.
- Housing associated with online or community college programs
- Office type supplies (e.g. pencils, pens, pads, etc.)
- Transportation costs (e.g. gas, mileage, mass transit, tolls, etc.)
- Typing, copies and research services
- Utility costs
- Computer and computer programs/applications

FREQUENTLY ASKED QUESTIONS

- ✦ **What type of degree does the program pay for?** The program pays for 2-year degrees and above from accredited colleges/universities.
- ✦ **Are there any types of degrees preferred to receive a scholarship?** All types of degrees are accepted. The scholarship awards higher amounts to applicants who are studying for Construction Management, Science, Technology and Math (STEM) degrees.
- ✦ **Where do I submit my school tuition fees for payment?** Send your invoices to the Scholarship Administrator for payment. Make sure that the specific address for tuition payments is listed on the document to prevent delays.
- ✦ **Will payments for my school be given to me?** No, payments are only submitted directly to the college/university unless it is a reimbursement for payments made.
- ✦ **How will I receive reimbursements for payments I made directly to the school?** Submit proof of payment along with the itemized bill from the school listing all of the charges to the Scholarship Administrator. Reimbursement checks will be mailed to your home address.
- ✦ **How are the funds awarded paid out during the school year?** They are disbursed at 50% per semester. If school is based on quarter or trimester, the payments are dispersed at a different percentage. (See Scholarship Administration section)
- ✦ **Is there a GPA the student must obtain/retain in order to be able to apply for the following calendar year?** Yes, the applicant must maintain a cumulative GPA of at least 2.5.
- ✦ **What is considered an eligible expense?** Some eligible expenses are tuition, books, lab fees, campus parking, etc. Refer to the Eligible Expenses section.
- ✦ **Who should I contact to submit the application and paperwork for payments and/or reimbursements?** Contact the Scholarship Administrator with questions and to submit documentation

Scholarship Administrator

Rosa Mesa
The Kirlin Group
Wayne T. Day Scholarship
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