

**POLICY STATEMENT**  
**FEDERATION HILB SCHOLARSHIP FUND**

JEWISH VOCATIONAL SERVICE  
4300 ROSSPLAIN ROAD  
CINCINNATI, OH 45236-1208  
(513) 985-0515 - E-Mail psmith@jvscinti.org  
FAX (513) 793-5211

*It is the applicant's responsibility to comply with all of the procedures established by the Trustees of the Scholarship Fund. Failure to provide the financial and academic documents required for verification, to meet application deadlines or to notify the Hilb Administrator of any change in an applicant's financial situation, academic plans or standing may render the application ineligible for consideration by the Scholarship Committee.*

Applications and supporting documents MUST be received and personal interviews MUST be scheduled on or before the following deadlines:

**GRANTS FOR THE FULL ACADEMIC YEAR (FALL – SPRING)**

- Applications MUST be received on or before - **May 1st.**
- Personal interviews MUST be scheduled no later than - **May 10th.**

**GRANTS FOR THE SPRING SEMESTER/SECOND AND THIRD QUARTERS**

- Applications MUST be received on or before - **October 15th.**
- Personal interviews MUST be scheduled no later than **October 25th.**

**GRANTS FOR THE SUMMER SESSION**

- Applications MUST be received on or before - **March 15th.**
- Personal interviews MUST be scheduled no later than **March 25th.**

***Please Note: Each applicant is responsible for scheduling his or her personal interview.***

**ADDITIONAL DOCUMENTS**

The following documents must accompany the application:

- \$25.00 Non-Refundable Scholarship Application Processing Fee:** A check or money order, payable to Jewish Vocational Service, must be submitted with the completed application.
- Most Recent Grade Transcript** or report card for academic work completed at the high school or college level.
- Student's Income Tax Return (Form 1040)** for the last calendar year.
- Parents' Income Tax Return(s) (Form 1040)** if student is a dependent. If parents are divorced, income tax forms from **both parents** are requested.
- A Copy of the School Financial Aid Award Notice** as well as copies of the College Scholarship Service's Student Aid Report (SAR) and documentation of determinations regarding Federal, State and private aid, as soon as they become available.\*
- Documentation of the Total Amount of All Student Loans To-Date,** if any.

- ❑ **A Copy of the Student's Anticipated Budget Provided by the School** detailing projected expenses for the coming year, when available. If not available, documentation from the preceding academic year should be provided for estimation purposes until the new Financial Aid Award Notice and budget become available.
- ❑ **Completed Scholarship Application and Typed Essay** (See application for details)

**ADDITIONAL REQUIREMENTS**

**Grades:** Students must obtain at least a 2.0 grade point average (on a 4 point scale) by the end of the first year, and a 2.5 grade point average for each of the following terms.

**Financial Aid from Other Sources:** Students are expected to apply for, and notify the Hilb Fund Administrator of, any other financial assistance for which they may be eligible from the Federal and State Governments, the school and any other sources.

**Applicant's Contribution:** Students are expected to earn and contribute at least \$1,000 toward his/her education during the school year and/or over the summer, unless his/her required course load makes it impossible to work.

**Residency:** Each applicant must be a resident of Greater Cincinnati, as determined by the following: Independent students and families of dependent students must have lived in Greater Cincinnati for a two-year period prior to enrolling in college. Exceptional cases may be considered if circumstances warrant.

**ADDITIONAL POLICY INFORMATION**

1. Grants can be made for attendance at any accredited college or vocational school at either the graduate or the undergraduate level.
2. Students may receive up to a total of five (5) years of Hilb funding, that may include undergraduate and graduate study, and the funding years do not have to be consecutive.
3. A student's status as dependent or independent will be based on the guidelines set forth by the College Scholarship Service. Students, ages 23 and above, graduate students of any age, veterans of the armed forces and wards of any court are considered independent. For a student, age 22 or younger, to have "independent" status the student's parents cannot have claimed him or her as "dependent" on their Income Tax Returns for the two (2) years prior to the year of college attendance.
4. Grants are made on a year-to-year basis and are NOT automatically renewed. Grant recipients must submit a new application and the required documentation in compliance with the application deadlines, stated herein, for each year that they seek funding.
5. All applications submitted to JVS will automatically be considered for all JVS administered funds.

**Applicant's Acknowledgement**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date: \_\_\_\_\_

Please return completed form to:  
 ATT: HILB Administrator  
 Jewish Vocational Service  
 4300 Rossplain Road  
 Cincinnati, OH 45236-1208