
THE PROGRAM

Scholarship funds administered by Innovia Foundation provide assistance to students pursuing postsecondary education in full-time undergraduate college and vocational programs. The annual scholarship program competition, evaluation of applications, notification of students, and disbursement of award checks are administered by Scholarship America®, the nation's largest designer and manager of scholarship, tuition assistance and other education support programs for corporations, foundations, associations and individuals.

It is the policy of Innovia Foundation not to discriminate in the awarding of any grant or scholarship on the basis of race, religion, gender, national origin, sexual orientation, age or disability. However, the donors of some of the Foundation's scholarship funds have established specific criteria for the awarding of scholarships.

With the exception of Ren H. Rice scholarship recipients, students must enroll full-time at accredited postsecondary institutions and study toward a degree or certificate.

AWARDS

The number of awards and amount of each scholarship are determined annually by Innovia Foundation based on the funding available and number of applications received in any given year.

Awards are not renewable; however, students may reapply for scholarship funds where specified.

Unless specified, students may attend any accredited nonprofit two- or four-year college, university, or vocational-technical school. Awards are for undergraduate study only. All scholarship awards are limited to use for tuition, fees and books only. They may not be used for room and board.

APPLICATION PROCEDURE

Interested students must complete the application and mail it along with a current, complete transcript of grades to Scholarship America postmarked no later than **March 1**. Applicants must be sure to include financial information and enclose any additional information or materials required for specific scholarship funds as noted on the application form. If the deadline falls on a weekend, it will be extended to the first business day following the posted deadline date.

Applicants are responsible for gathering and submitting all necessary information. Applications are evaluated on the information supplied; therefore, it is important to answer all questions as completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by Scholarship America and Innovia Foundation.

SELECTION OF RECIPIENTS

Scholarship recipients are selected on the basis of academic record, demonstrated leadership and participation in school and community activities, honors, work experience, statement of goals and aspirations, unusual personal or family circumstances, and an outside appraisal. Specific selection criteria and consideration for financial need are described in the guidelines for each fund.

Selection of recipients is made by Scholarship America and Innovia Foundation. Applicants will be notified in May. All applicants agree to accept the decision as final. Not all applicants to the program will be selected as recipients.

PAYMENT OF SCHOLARSHIPS

On behalf of Innovia Foundation and the scholarship donors, Scholarship America will process scholarship awards in one installment on August 1.

OBLIGATIONS

Recipients have no obligation to Innovia Foundation or to the scholarship donors. They are, however, required to notify Scholarship America of any changes in address, school enrollment, or other relevant information and to send a complete transcript when requested. If a student interrupts or terminates attendance at school, any unused portion of the award must be returned to Scholarship America.

Except as described in these guidelines, no obligation is assumed by Innovia Foundation.

REVISIONS

Innovia Foundation reserves the right to review the conditions and procedures of the administration of these scholarship funds and to make changes at any time including termination of the program.

ADDITIONAL INFORMATION

Questions regarding the scholarship funds should be addressed to:

Innovia Foundation Scholarship Funds

Scholarship America
One Scholarship Way
Saint Peter, MN 56082
Toll-free telephone: (800) 537-4180

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INSTRUCTIONS FOR COMPLETING THE FINANCIAL DATA SECTION OF THE APPLICATION

The Financial Data section of the application should be completed by the applicants' parents or guardian. Information should be from a completed tax return or based on estimated information to be filed with the IRS.

1. **State of Residence** is the state where the parents reside and pay state income tax.
2. **Adjusted Gross Income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law.
3. **Total Federal Tax Paid** includes the total amount of **federal** income tax to be paid as reported on IRS FORM 1040. This is **not** the amount withheld from employee's paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do **not** report state income tax.
4. **Total Income** of parent(s) should be reported individually. Provide information for both natural parents, when possible. **If the student resides with only one parent**, financial information **must** be received from the parent who claims the child as a dependent for tax purposes. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or claims the student as a dependent, or the student is included in the spouse's benefit plan. **If necessary, two Financial Data sections may be submitted by the student.** A copy of the Financial Data section may be made in order for one to be completed by each parent.
5. **Untaxed Income and Benefits** include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.
6. **Medical and Dental Expenses** include only those expenses not paid by insurance. Do not include premium payments.
7. **Total Cash, Checking, Savings, Cash Value of Stocks, etc.**, include liquid assets that can be used for educational expenses. **Do not include** IRA, 401k, or other retirement plan funds.
8. **Total number of family members living in the household** and primarily supported by the reported income may include:
 - the applicant
 - the applicant's parents
 - other children living in the household
 - dependent college students living away from home
 - other people who live in the household and receive more than half of their support from the reported income
9. **Marital status** is the current status of the person from whom the financial information is submitted.
10. **Of the total number of family members on line 8, number of students attending college** includes family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Include the applicant in this number. Do not include parents.

NOTE: Any exceptions to providing financial information as instructed above must be submitted to Scholarship America in writing.