

## A.L.M. Scholarship Program Guidelines

The A.L.M. Scholarship Program was established in 2000 to award financial assistance to the children of employees at the A.L.M. Family of Companies. The scholarship will be granted to students who exhibit strong work ethic, leadership, school/community involvement, academic achievement, and who demonstrate future educational, personal and career goals.

Whether you are graduating this spring from high school and going to a post-secondary school, or are already enrolled in a post-secondary program, we encourage you to apply.

### IMPORTANT DEADLINES

Application:	Continued Eligibility:
<ul style="list-style-type: none"> <li>- <b>March 15:</b> Application window opens</li> <li>- <b>May 15:</b> Application window closes</li> <li>- <b>June 30:</b> Recipients announced</li> <li>- <b>August 15:</b> Fall semester checks distributed</li> </ul>	<ul style="list-style-type: none"> <li>- <b>January 1:</b> Spring semester eligibility confirmation deadline</li> <li>- <b>January 15:</b> Spring semester checks distributed</li> <li>- <b>August 1:</b> Fall semester eligibility confirmation deadline</li> <li>- <b>August 15:</b> Fall semester checks distributed</li> </ul>

### PARENT AND STUDENT ELIGIBILITY

#### **Application:**

##### *A.L.M. Employee:*

- Must be a parent, step-parent or legal guardian of the applicant.
- Must be employed by the Company for a minimum of 3 years prior to the application deadline (May 15<sup>th</sup>)

##### *Applicant:*

- Must be enrolled in a 2-year associate degree program or 4-year bachelor degree program with a minimum of 15 credits per semester.
- May apply at any point in their academic career. For example, students may apply as college freshman, sophomore, etc.
- May **not** have a sibling currently receiving the A.L.M. Scholarship.

#### **Continued eligibility:**

Once accepted into the program, students remain eligible if the following criteria are met:

1. Maintain a course load of at least 15 credits per semester. Students will be granted a one-time allowance of a minimum of 12 credits in any one semester.
2. Maintain a minimum GPA of 2.5. Students in their freshman year will be granted a one-time, first-semester allowance of a minimum GPA of 2.0.

Each semester, students must submit their official transcripts along with their upcoming semester schedule, including total credit load, to verify that they continue to meet the criteria outlined above.

Please email all necessary documents to [scholarship@almholding.com](mailto:scholarship@almholding.com) prior to **Aug. 1<sup>st</sup>** and **Jan. 1<sup>st</sup>**.

## SCHOLARSHIP PROGRAM DETAILS

The A.L.M. Scholarship Program offers scholarships in two categories:

### **4-Year Bachelor's Degree Program**

- Valued at \$4,000 per academic year and distributed in \$2,000 increments each semester.
- Follows a traditional bachelor's degree program of eight consecutive semesters, or the remaining semesters required to complete a traditional eight consecutive semester program.

### **2-Year Associate's Degree Program**

- Valued at \$2,000 per academic year and distributed in \$1,000 increments each semester.
- Follows a traditional associate's program schedule of four consecutive semesters, or the remaining semesters required to complete a traditional four consecutive semester program.

*Please note: this scholarship is **not** eligible for graduate school programs.*

## APPLICATION PROCESS

All students interested in applying for the A.L.M. Scholarship Program **must complete the two-part application process prior to May 15<sup>th</sup>** to be considered.

**Part One:** Students must complete and submit the online questionnaire, which can be found on our website [www.alm scholarship.com](http://www.alm scholarship.com).

The *Experience and Activities Worksheet* should be downloaded and utilized to complete questions 25 - 27. A blank worksheet can be found on our website.

**Part Two:** *After* submitting the questionnaire, applicants will receive an email confirmation and instructions on how to submit the following documents to complete their application:

1. an official school transcript;
2. at least one single-page academic letter of recommendation from a teacher or school advisor. Letter(s) must be signed and dated within the last 12 months;
3. at least one single-page letter of recommendation from an individual who is not a relative and has a current work or personal relationship with the applicant. Letter(s) must be signed and dated within the last 12 months; and
4. a completed *Experience and Activities Worksheet*.

Successfully submitted applications will be reviewed by the Scholarship Review Committee without interference from A.L.M. Holding Company or any employee. **Scholarship recipients will be informed by June 30.**

*Please note: The number of scholarships awarded annually may vary based on the number of applicants and money available.*

## QUESTIONS

If you have any questions, please contact us at [scholarship@almholding.com](mailto:scholarship@almholding.com).