



Education Scholarship Application Instructions

Applications should be submitted in one complete packet, excluding the transcript and letters of recommendation, which must be mailed directly from the school (see asterisked points below). Applications submitted in multiple pieces will not be accepted.

New applicants must submit the following:

- One cover letter expressing interest in applying for a Palama Settlement or AAUW scholarship.
- One completed application form, available for download from www.palamasettlement.org/scholarships. This form is good for both Palama and AAUW scholarships.
- One copy of last year's federal tax returns. If the applicant is a minor and/or a dependent, the parent(s)/legal guardian(s) financial position will be taken into consideration. If this year's returns have not yet been filed, the most recent filing is acceptable. Please redact all social security numbers and bank routing information EXCEPT for the last 4 digits of the applicant's SSN.
- One completed Community Service Certification Form documenting any community service hours completed within the last year. The certification form must be signed by a supervisor. The form is available for download at www.palamasettlement.org/scholarships. If you have not done any community service in the last year, no form is necessary.
- One recent photo. This will not be returned to you.
- *One certified school transcript, mailed directly from the school to Palama Settlement. All transcripts must be received by Palama Settlement by the application deadline. Report cards or unofficial online transcripts will not be accepted.
- *Two letters of recommendation from teachers or professors attesting to the applicant's character, leadership skills, and academic performance. Letters should be on written school letterhead, enclosed in a sealed envelope, and mailed directly to Palama Settlement.

Renewing applicants must submit the following:

- One cover letter expressing interest in applying for a Palama Settlement education scholarship.
- One completed application form, available for download from www.palamasettlement.org/scholarships.
- One copy of last year's federal tax returns. If the applicant is a minor and/or a dependent, the parent(s)/legal guardian(s) financial position will be taken into consideration. If this year's returns have not yet been filed, the most recent filing is acceptable. Please redact all social security numbers and bank routing information EXCEPT for the last 4 digits of the applicant's SSN.
- One recent photo. This will not be returned to you.
- One progress report statement, talking about yourself and what you've learned through pursuing your educational goals and giving back to the community through service.
- Certification of the previous year's required community service hours. Any hours fulfilled at Palama Settlement are already documented and on file. If hours were fulfilled at another organization, a completed Community Service Certification Form must be submitted documenting those hours. The

form is available for download at www.palamasettlement.org/scholarships and must be signed by a supervisor.

- ❑ *One certified school transcript, mailed directly from the school to Palama Settlement. All transcripts must be received by Palama Settlement by the application deadline. Report cards or unofficial online transcripts will not be accepted.

All applicants must be able to participate in an interview with Palama Settlement's Scholarship Committee and, if awarded a scholarship, be willing to provide Palama Settlement with community service hours in the applicable scholarship year.

You may submit your application one of three ways:

1. By email to Leah Lee at llee@palamasettlement.org.
2. By mail to:
Palama Settlement Scholarship Committee
c/o Leah Lee
810 N. Vineyard Boulevard
Honolulu, HI 96817
3. In person at 810 N. Vineyard Boulevard, Honolulu, HI 96817. Please leave your application with the receptionist in the Rath Building (white building with pillars on N. Vineyard Blvd.).

Deadlines are strictly observed. See www.palamasettlement.org/scholarships for this year's deadlines.

For more information, please email Leah Lee at llee@palamasettlement.org.