

2019 Herb Kohl Educational Foundation Kohl Student Excellence Scholarship Application Guidelines (Religious and Independent School Applicants)

Purpose

The purpose of the Herb Kohl Student Excellence Scholarship is to recognize student leadership, citizenship, school and community involvement, and academic achievement. It is the goal of the Foundation to encourage Wisconsin youth to pursue post-secondary education in a public or nonpublic university, college, or vocational/technical college. The Foundation awards \$10,000 scholarships to 100 Wisconsin high school graduates each year, 14 of whom are students from religious or independent schools.

Eligibility

Applicants must be graduating high school students who intend to enroll in a postsecondary institution, which may be a public or nonpublic university, college, vocational/technical college, or certification program. Students who are residents of the State of Wisconsin, are in good standing, and who demonstrate probable success in postsecondary education are eligible to apply. This is a highly competitive scholarship.

Application Process

Eligible students may apply directly through the Herb Kohl Educational Foundation's application portal. In order to provide all nominees an equal opportunity, they must follow all instructions in the application form. **All applications must be submitted using the online application process. Paper applications are not accepted.** The application can be accessed at:

https://www.kohleducation.org/studentexcellence/religiousindependent/student_application_form.php

Students' applications will be evaluated on leadership, citizenship, school and community involvement, and academic achievement. In addition, students will be evaluated on their ability to clearly articulate goals in each of four areas: future educational goals, personal life goals, community/society service goals, and career goals. Because this is a statewide award, application evaluators may not be fully familiar with a student's school, community or area that a student is from, so students are encouraged to include information about their personal and school context so that a reader can understand the significance of his or her achievements.

Each student applicant must also **submit three letters of recommendation**: One letter from a teacher you have worked with in an academic capacity during your high school years, one letter from someone outside the immediate school community, and the third may come from any source of your choosing, other than from a family member. Letters may come from teachers, school counselors, principals or administrators, community members, coaches or advisors, family friends, employers, physicians, public servants, service organization leaders, members of religious communities, or university or college professors.

Letters should enhance the student's application by illustrating **specific examples of the student's skills and contributions, knowledge, or attributes emphasized in the application materials.**

The request to submit a letter of recommendation is not sent electronically to a recommender until **after** an applicant has completed his or her application and submitted the application (clicked the “Submit” button.) At that point, the requests for letters of recommendation are sent to the people who the applicant has identified as a recommender.

A submitted application is not considered complete until all three letters of recommendation have been submitted by the recommenders. An incomplete application will not be considered for an award.

Advice about letters of recommendation

It is advisable to allow 2-3 weeks for requests to be completed by the writers of the letters of recommendation. It is also advisable for an applicant to personally notify the letter writers before an applicant submits his or her application, and make sure that the request won't be blocked by their email, sent to the wrong email address, or sent to the junk mail box. It's also smart for an applicant to alert letter writers when the application has been submitted, so that the writers have the best chance of seeing the request and completing the letter. Applicants will receive email notifications when a letter has been submitted by a recommender, but will not have the ability to see the contents of the letter. **Remember, a submitted application is not considered complete until all three letters of recommendation have been submitted by the recommenders.** Plan ahead and allow sufficient time for recommenders to submit letters.

Letter of Recommendation Translations

Letters of recommendation will be read in the language in which they are written. However, an applicant may request to submit a version of that letter translated into English, or request a translation of a letter, by contacting Wisconsin Parents Association at wpa@homeschooling-wpa.org. Translations will be added as additional pages to the application, rather than replacing a letter in a different language, to both honor the intentional writing and word choices of the author, and allow for evaluators who may be familiar with the language to read the letter in its natural language.

Application Due Date

Applications must be submitted online **no later than Tuesday, November 27, 2018 at 5:00 p.m. central time.** **Again, a submitted application is not considered complete until all three letters of recommendation have been submitted by the recommenders. Late applications are not accepted, and the failure of a recommender to submit a letter of recommendation by the deadline does not constitute grounds for an extension.**

Selection Process

Each diocese/jurisdiction will assemble a selection committee to review the submitted applications, and submit finalists to the Wisconsin Council of Religious and Independent Schools (WCRIS) on or before December 7, 2018. WCRIS will advance the applications of finalists to the Statewide Selection Committee. Applicants whose packets are not forwarded on to the Statewide Selection Committee will be notified by the end of December.

Representatives of the Herb Kohl Educational Foundation, Cooperative Educational Services Agencies, Wisconsin's indigenous people, the Wisconsin Council of Religious and Independent Schools, the Wisconsin Newspaper Association, Wisconsin Parents Association, business-education partners and state education-related associations and agencies serve annually on the Statewide Selection Committee.

The Statewide Selection Committee meets early in 2019 to review applications and make final selections. Applicants who are awarded a Herb Kohl Educational Foundation Student Excellence scholarship will be notified in February. Non-recipients will also be notified at the same time.

Scholarship recipients are then invited to attend one of the Herb Kohl Educational Foundation regional banquets, held throughout the spring in different areas of the state, to be honored and receive certificates representing their award.

Use of Scholarship Grant

A Kohl Student Excellence Scholarship may be used to directly reimburse the student's post-secondary institution for tuition, room and board, books, technology, equipment and fees. In August, 2019, the Kohl Foundation will send the scholarship grant funds directly to the postsecondary institutions in installments based on how the student chooses to have the funds distributed.

Important Dates and Reminders

- Applications must be submitted online by **Tuesday, November 25th, 2018** at 5:00 p.m. central time.
- **A submitted application is not considered complete until all three letters of recommendation have been submitted by the recommenders. Plan ahead!**
- All applicants will be notified of their status of proceeding to the Statewide Selection Committee or not progressing beyond the Regional Selection Committee in **December**.
- Recipients will be notified in **February**.

For more information or questions about the application process Herb Kohl Educational Foundation website (<http://www.kohleducation.org/>) or contact:

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