

Scholarship Information/Instructions Cab Calloway Scholarship 2018

The Cab Calloway Arts Enrichment Scholarship

This program was created by MBNA in 1995 to honor the legendary Cab Calloway. These competitive scholarships range up to \$1,000 per student and can be used for any arts subject taught at Cab Calloway School of the Arts (CCSA). Students currently in 7th through 11th grade are eligible to apply. The intention is to enrich the arts education of CCSA students, *specifically during the summer when CCSA is not in session*, but when highly rated summer programs are offered. The number and size of awards depends on how much the endowment has earned.

Administration

Scholarships are now administered by the Cab Calloway School Fund (CCSF). The Cab Calloway School Fund is a non-profit corporation created to support the missions of the Cab Calloway School of the Arts and is separate from the school itself. Scholarship applications must be mailed to the Cab Calloway School Fund's Post Office Box.

Your application is confidential and will be reviewed only by members of the Scholarships Committee. Neither the Committee nor the Cab Calloway School will see your financial records. They are used to calculate financial need and held in strict confidence. *Scholarship funds are limited. Awards are based on merit and financial need.*

Cab Calloway Scholarships Program does not discriminate on the basis of age, race, color, national or ethnic origin, disability, gender, or sexual orientation in its scholarship review process or any other scholarship program activity.

Eligibility Requirements

All applicants must be in 7th through 11th grade and currently enrolled at Cab Calloway School of the Arts. Students who will not be returning for the 2018-2019 school year are not eligible. Scholarships are not valid if the student is no longer enrolled.

Cab Calloway Arts Enrichment Scholarship can be used for any **arts** subject taught at Cab Calloway School. The program does not have to be in the student's major. ***Only arts-related programs are eligible for this scholarship.***

If you received a Cab scholarship award last year, and failed to write and submit a review of your program upon completion, per instructions on the acceptance letter, you may be disqualified from receiving a Cab scholarship this year.

Application and Selection Process

The application packet must be completed according to the instructions. Brief supporting materials are helpful, but not required. The application must be signed by the student applicant and parent or guardian of the applicant, and mailed directly to the Cab Calloway Scholarship Program and received by or postmarked **no later than March 8, 2018.**

Recommendation forms may be sent directly by the teacher(s), or included in the application packet. More than one recommendation may be required. Note instructions carefully.

Parents shall submit their most recent Federal Tax Return (Form 1040). This information is used to calculate financial need and held in strict confidence by the Fund administration. Neither the Selection Committee nor the Cab Calloway School will see your tax records. If you file a Federal Income Tax Return (Form 1040) on which this applicant is claimed as a dependent, please enclose a copy of the front and back (2017 or 2016). If you do not have a Tax Return for either of the past two years, please 1. Verify income (pay stub or statement of unemployment benefits) OR 2. Indicate if the applicant is eligible for the free or reduced price lunch program (participation will be verified by Cab Calloway School Staff).

The scholarship selection committee will not review incomplete applications. If you do not provide your complete financial information as noted above, you will not be eligible to be considered for a scholarship. The Cab Calloway Scholarship Program is not responsible for late, lost, or misdirected mail.

The scholarship selection committee will make scholarship decisions by **April 20, 2018.**

Scholarship Awards

Scholarship awards are for tuition, cost of lessons, and if provided as part of a residency program, for room and board. ***Transportation to and from a program is not eligible for scholarship award.*** If there are special costs, you may itemize them for the committee to consider as a factor.

Cab Calloway Arts Enrichment Scholarships are awarded up to \$1,000. The maximum award in any school year is \$1,000 per student. The amount is dependent upon merit, the cost of the program, and other resources available to the applicant. If a student has received United Way funds during the school year, that amount may apply towards the \$1000.00 per year limit per student, and will be considered in the selection committee's final award decision.

Scholarship payments will be made **directly to the supplier of the service**. Reimbursement can be made for expenses already incurred to meet deadlines for upcoming arts programs if receipts or cancelled checks are provided.

Awards will not be granted for programs already begun. Awards are valid only for the intended use stated in the scholarship award letter.

Scholarship awards are non-transferable. Scholarships can be used **ONLY** for the program/lessons that were requested in the application. **All claims for scholarship payment must be submitted to the Cab Fund Treasurer by June 30, 2018**, or you will forfeit your scholarship.

Research and Preparation

Discuss your scholarship request with your Cab Calloway arts teacher. Ask for help finding the best program. Comparison shop by finding the best program at the best price. Investigate other sources of funding. The Guidance Office has summer program information. Ask your arts teacher to recommend you. The teacher should be your instructor in the arts area for which you are applying. Allow enough time for the teacher to write a

thorough recommendation and send it before the deadline. The teacher can also give it back to you in a sealed envelope. In that case you must include it in your packet to us. If the teacher making this recommendation is the person providing the instruction or program, then a second recommendation from another arts instructor is required.

Filling Out the Application

Applications must be postmarked or received by March 8, 2018, and scholarship decisions will be determined by April 20, 2018. Apply early and make a copy of the application and forms for your records. If you determine that something is unclear or missing from your application, you may have time to fix it before the final deadline. **Complete your own application.**

Your parents have a section to complete (Parent Information), but they must not complete the rest of the application for you.

Use blue or black ink, not pencil, when completing the application. Pencil does not photocopy well. Make sure your answers are spelled correctly and legibly. Neatness counts.

Please Do Not Staple Forms. Use the Checklist at the end of the Application to be sure you have included everything.

IMPORTANT: The committee will not consider incomplete applications.

Scholarship-Specific Questions

Sandy Hitchens (302) 547-9203 OR jshitchens@verizon.net

Applications *MUST* be mailed to the Cab Calloway School Fund, *NOT* mailed or delivered to school. They must be postmarked or received by March 8, 2018.

Please mail completed application to:

**Cab Calloway School Fund
P.O. Box 4642
Wilmington, DE 19807
Attention: Scholarships**