



## Pella Rolscreen Foundation Scholarship Information Sheet

The Sons and Daughter Scholarship Program provides financial assistance to sons and daughters of Pella Corporation employees who are selected to receive a Scholarship or a Pella Engineering Innovation Scholarship through an application process.

We're pleased to be able to offer these scholarships and sincerely hope that students who benefit from them will be able to make significant contributions to society.

### Use of Awards

All awards offer \$1,500 annually for a maximum of four years. The scholarships may be used only for tuition and academic fees (matriculation and graduation fees can be included, provided they are charged to all students) charged in connection with the student's selected course of study up to the maximum amount.

### Eligibility

Applicant must be a son or daughter of a Pella Corporation employee (includes adopted children, stepchildren who reside with employee, and children whose legal guardian is an employee) who has completed one of more years of continuous service with Pella Corporation by January 1, 2012, and is actively employed by Pella Corporation on March 30, 2012. Sons and daughters of deceased or retired employees with one or more years of continuous employment with Pella Corporation and who were full-time employees at the time of death or retirement are also eligible to apply.

Applicants must be seniors at high schools within the United States and have scholastic standings in the top one-half of their class covering the first three and one-half years of high school.

### Application Procedure

Visit the Pella Rolscreen Foundation website ([www.pellarolscreen.com](http://www.pellarolscreen.com)) and click on the "Scholarships" link to access all application materials.

Complete all questions in an online application and submit by March 5, 2012. The required username for the sign-in page is PellaScholar, and the password is Scholar2@12.

In addition to the online application, the following documents must be submitted to Tiffany Weaver, Pella Rolscreen Foundation, 102 Main Street, Pella, Iowa 50219 by March 5, 2012:

- 1) **Character Recommendation Forms:** This form can be accessed on the Pella Rolscreen Foundation website. Provide the form to at least three non-relative adults and ask them to complete the forms and email them to Tiffany Weaver at [weavertj@pella.com](mailto:weavertj@pella.com) or mail to the address above.
- 2) **Official high school transcript:** Have your high school send a transcript of your grades for your first seven semesters (3 ½ years) of high school to the address above.
- 3) **ACT or SAT score:** If your ACT or SAT score is not listed on your grade transcript, send an ACT or SAT report to Pella Rolscreen Foundation. If you need to make a special request for your ACT score, please use Pella Corporation's code number, 1333.

All completed materials must be received at Pella Corporation, Attention: Tiffany Weaver, 102 Main Street, Pella, Iowa, 50219 on or before March 5, 2012. Under no circumstance will incomplete applications or materials received after March 5, 2012, be considered by the Scholarship Committee. It is the applicant's responsibility to ensure that all materials have been received by March 5, 2012. Confirmation of receipt of your application and other materials can be obtained by contacting Tiffany Weaver at 641-621-6483 or [weavertj@pella.com](mailto:weavertj@pella.com) after your materials have been submitted.

### Choice of College

Scholarship recipients may enroll as degree candidates in any community college, professional school, college, or university in the United States, providing that the school selected is accredited by the regional accrediting association for that area.

### **Course of Study**

Scholarship recipients may pursue the educational program of their choice.

### **Payment of Awards**

Scholarship checks are mailed directly to the institution made payable to the school and the student. Winners of scholarships will be contacted prior to the beginning of the fall school term and given details necessary to process the grant. The Pella Engineering Innovation Scholarship will be administered by the Engineering Department.

### **Selection of Award Winners**

Winners are selected by a scholarship committee on the basis of:

- Indication of excellent character
- Leadership potential
- Scholastic performance (including but not limited to subjects taken, class rank, ACT or SAT scores)
- Involvement in school and community activities
- Essay questions

For the **Pella Engineering Innovation Scholarship**, preference will be given to students planning to major in an engineering-related field.

### **The Scholarship Committee**

The Scholarship Committee is comprised of impartial evaluators who are not employed by or connected to Pella Corporation.

### **Winners' Responsibilities**

- 1) The acceptance of a Scholarship carries with it no obligations to Pella Corporation other than the obligation of the student to observe the rules of the Scholarship Program.
- 2) Each winner through this program must enter school by the fall of the award year and must continue without interruption except for usual vacation periods, illness, active duty military training, or other cause approved by the Pella Rolscreen Foundation Executive Director.
- 3) Winners must complete their course of study in the normal prescribed time required to obtain a degree, earning as a full-time student the normal number of hours, quality grades, and credit points contemplated under the academic program.
- 4) If the student meets the normal academic progress specified by the institution and if all other qualifications are met, each winner will receive \$1,500 grants annually for a maximum of four years of academic study.
- 5) Winners must ensure that their school forwards a grade transcript to the Pella Rolscreen Foundation at the end of each academic year. It should be mailed to Diane Crosby, Administrator, Pella Rolscreen Foundation, 102 Main Street, Pella, IA, 50219.

### **Revocation of Scholarship**

- 1) Any Scholarship awarded through this program may be revoked at any time if the scholarship student fails to comply with his or her responsibilities as outlined above.
- 2) A Scholarship will not be revoked because a parent or guardian ceases to be an employee of Pella Corporation.
- 3) If the amounts received as part of this scholarship program are not used in furtherance of the education of the winner, the awards extended shall be repaid by the individual to the source of the Scholarship.