



## Plus Fund Application Guidelines

### Overview

Students who meet all program expectations<sup>i</sup> and have discussed their Plus Fund application with their advisor are welcome to apply to the Plus Fund. Preference will be given to students who are in good academic standing.

- The purpose of the Plus Fund is to:
  - Help students to take advantage of opportunities, in line with their academic and career goals, that otherwise would be financially prohibitive
  - Reward initiative and support student success
  - Enhance the college experience in ways that broaden student's horizons and prepare them for careers after college
- Potential uses of the Plus Fund include:
  - Stipends for summer internships with nonprofit organizations
  - Summer class tuition, or other exceptional academic expenses that are in addition to the course costs assumed in the scholarship amount
  - Expenses to support you academically or prepare you for future plans such as tutoring, test prep courses & certifications. This could include GRE, LSAT, or MCAT prep courses.
  - Additional costs associated with study abroad & service learning trips (e.g., flights)
  - Other urgent academically-related financial needs

### Important to Know

- As a general guideline, eligible students can apply for up to \$3,000 from the Plus Fund annually. The amount awarded is at the discretion of the Ann Theodore Foundation Scholarship program. We review each Plus Fund application individually, and make our award determinations based on financial need, the strength of the application, the opportunity for growth it provides, and available resources. Amounts may be approved at a level below what was requested.
- Each request must be a **minimum of \$300**. The Plus Fund is for large costs or experiences that a student would not be able to cover on their own.
- **Payments CANNOT be made directly to students and CANNOT reimburse for expenses already incurred.** Payments must be paid directly to vendors, schools, non for profit organizations, etc. Payments cannot be sent to landlords or be used for Airbnb.
- Students should **submit Plus Fund applications at least one month** before funds are needed. This is to allow time for consideration of the application and for payment processing time.
- There is an expectation that students will contribute financially toward the overall cost of their requested experience/program.
- Any portion of the total grants and scholarships that exceed the cost of a student's tuition, fees, books and supplies is considered taxable to the student.

- Please reach out to [anntheodorescholarship@tpi.org](mailto:anntheodorescholarship@tpi.org) prior to submitting your application if you have any questions. The program will assess students' application and make decisions on a case-by-case basis.
- When reviewing Plus Fund applications, the program considers the academic costs already factored into a student's scholarship amount. The scholarship amount assumes the student's full cost of attendance (tuition, fees, room & board, books, transit) as provided by the school.
- Please note that the program does not offer support for graduate school and this fund cannot be applied towards graduate school costs.

### Application Process

1. Students discuss all applications with their Ann Theodore Foundation Scholarship advisor.
2. Students should reach out to [anntheodorescholarship@tpi.org](mailto:anntheodorescholarship@tpi.org) if they have any questions or are unsure if the application fits within the Plus Fund guidelines.
3. Students must complete a Plus Fund application through the [application portal](#). Once logged in with your account you applied to the scholarship through, enter the access code **2324** to begin the Plus Fund application form. Applications should be submitted as soon as possible, and at least one month before payment is needed.
4. **Applications to the Plus Fund should be well written and reviewed in advance of being submitted for grammar and typos. The student should give thought to and convey how receiving support would impact their academic and career goals and overall growth as a student.**
5. Students will receive email notification to let them know whether the application is approved or denied.
6. If the application is approved, students will be asked to provide payment information to the program staff.
7. When an application is approved, students are required to complete a Follow Up form in the application portal after the activity that was supported by the Plus Fund is complete. Students are asked to write a thank you note addressed to the Ann Theodore Foundation Scholarship Program that reports on what they were able to do as a result of receiving support from the fund. Please feel free to also include pictures, if relevant.

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### <sup>i</sup> Program Expectations

- Maintain a minimum GPA of 2.5
  - If a student falls below a 2.5 in a given semester, the program aims to work with the student and their advisor to improve their GPA and get them back on track. We want every student to thrive academically, and we're committed to supporting students to achieve this minimum GPA throughout college.
- Consistent contact with your ATF advisor. Students and advisors are expected to meet a minimum of four times annually.
- Make every effort to attend all ATF Scholarship events
- Timely submission of all program materials including:
  - Mid-year transcripts during your first year in the program
  - Renewal application due in June each year
  - Other information as requested