



## Ann Theodore Foundation Scholarship Handbook 2023-24

*The Ann Theodore Foundation believes in a world where all children and families have access to opportunities to achieve their goals, regardless of race or socioeconomic status. The Foundation is proud to support New Hampshire and New York students through this scholarship program. This handbook contains important information describing the program, student responsibilities, and the current program policies and procedures.*

*Please keep this handbook for future reference*

### Overview of the Program

The Ann Theodore Foundation (ATF) believes in a world where all children and families have access to opportunities to achieve their goals, regardless of race or socioeconomic status. The Foundation supports a broad range of initiatives, including college scholarships, opportunities for learning and enrichment for young people, food security, climate change mitigation, and research towards a cure and care for people with sarcoidosis. Access the foundation's website by clicking [here](#).

The Ann Theodore Foundation Scholarship opens the door to post-secondary education opportunities for youth and adults. This program is designed to help residents from Manchester, NH as well as Roosevelt and North Babylon, NY attend and graduate from post-secondary institutions, including two-year schools, trade schools, and four-year colleges. The program serves low-income high school seniors and adults who have a desire to attain a college degree or trade certification. The program provides financial support, along with mentoring and guidance to help students achieve their dream of attaining an undergraduate college degree. Please note that the program does not provide support for graduate school.

The program's goal is to support students to be able to attend and graduate from college. Each student is paired with an advisor who will support students as they adjust to college through planning for what they will do after they graduate. The program hosts events to connect students and create a supportive network. The advisors and staff who are part of this program want to support students throughout their college career. Students should never hesitate to reach out to the TPI staff or advisors with any questions or need for support.

## Student Responsibilities/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. The renewal application is required to be completed in order to renew the scholarship. The renewal application is a way for the program to receive needed updates from students.
  - **Other information** as requested
- Inform the program of any changes to student contact information (email, phone number, address at school, address at home). Students should send their updated contact information to the program via email.
- Inform the program if you will be transferring schools, taking time off from school, or shifting to part time in a timely manner
- Be responsive to emails and correspondence from ATF advisors and TPI staff
- Complete an exit survey upon graduation. The exit survey is a way for students to tell the program about their overall college experience and to provide feedback to the program.
- We encourage graduates to stay in touch with the program. There may be opportunities in the future to help advise current ATF students.

## Program Components

- Tuition scholarship
  - The program provides last-dollar scholarships of up to \$25,000 per year to the college the student plans to attend. Scholarships are renewable for up to four years provided the student remains in good academic standing with a minimum cumulative GPA of 2.5. The scholarship payments are processed in two installments each year, with one sent before August 15th for the fall semester and with one sent before December 15th for the spring semester.
  - The program will provide support to students for the expected length of their academic program for up to four years of support (or eight semesters). If a student is pursuing an associate degree, the program will provide up to two years of support. If a student is pursuing their bachelor's degree, the program will provide up to four years of support. If a student needs additional semesters to graduate in addition to their expected length of study, they can appeal for additional support. Each appeal for additional semesters of support is reviewed on a case-by-case basis. All decisions are made at the discretion of the program.
  - Scholarship amounts are determined based on the financial aid package and other scholarships the student receives, along with the expectation that awardees will

contribute toward the cost of attendance, and graduate from college with about \$10,000 in loans (approximately \$2,500 in subsidized loans per year).

- If there are no significant changes, students can anticipate their scholarship will remain the same over the course of their undergraduate study. If there are significant financial changes in resources or costs, we encourage students to submit an application to appeal for a change in their scholarship amount. Appeals can be submitted on the Foundant site [here](#). The access code is appeal2023.
- Laptop
  - Each student who is accepted into the program receives a laptop during their first year in the program. Students may select to receive a Mac or a PC.
- Advisor program
  - Each student is paired with an adult mentor to provide advice and assistance with navigating the college experience. The role of the advisor is to provide support and helpful advice, to assist with problem solving, decision making, academic and career planning, and to help students to access available resources at their schools and in their communities. Students will work with their advisors to decide how to structure their relationship. The expectation is that students and advisors will email, talk or meet a minimum of four times per year (see “Advisor Check-ins” below).
- Plus Fund
  - 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. Students may apply to the Plus Fund any time throughout the year. Students must submit Plus Fund applications at least a month before funds are needed. Students are expected to talk with their advisor about their plans before applying to the Plus Fund.
    - As a general guideline, qualifying students can request a total of 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 request individually, and make our award determinations based on financial need, the strength of the request, 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, etc. Payments cannot be sent to landlords or be used for Airbnb.
  - For more information about the Plus Fund, please see the Plus Fund Guidelines document. You can submit a Plus Fund request through the [Foundant site](#) using the access code 2324.
- Events
  - The program hosts events that are meant to be helpful to students. The events are a time for students to connect and to create community with each other. We expect students to make every effort to attend these events. The program typically hosts an orientation for new students and an in-person end of year celebration.
- Supportive network

- The goal of the program is to have students, advisors, and alumni connect and support each other. You can join the program's LinkedIn Group [here](#). This networking group provides current students with the opportunity to connect with alumni and other students who share similar educational and career interests. We encourage sharing of knowledge and career/internship opportunities.

## Important Link to Bookmark

Foundant Scholarship Application Portal:

<https://www.grantinterface.com/Home/Logon?urlkey=anntheodore>

Through the Foundant Scholarship Application Portal, students can:

- Submit their renewal applications
- Update their contact information
- Submit Plus Fund requests
- Submit a scholarship appeal to request a change in their scholarship amount

Please note: you may return to Foundant at any time to view or download copies of forms and applications you have submitted. If you forget your password, you can reset it at any time.

## Calendar of Events and Deadlines

- **Mid-August:** Fall semester scholarship payments sent directly to recipients' schools
- **September:** Orientation event for new students
- **Mid-December:** Spring semester scholarship payments sent directly to recipients' schools
- **January 31<sup>st</sup>:** Mid-year transcripts due for all first-year students
- **Late May:** End-of-year celebration events
- **Late June:** Renewal applications due for all students

## Advisor Check-ins

In September, the student and advisor will determine the preferred method of contact (phone, zoom, in-person meetings) for these check-ins. It is the student's responsibility to ensure they check in with their advisor at least four times each school year.

Students are always welcome to contact their advisor more frequently than the four annual check-ins and are encouraged to do so whenever the need arises. For students who are experiencing significant challenges, advisors may request additional check-ins.

## Program Staff and Advisor Contact Information

### Program Staff

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