



DEPARTMENT OF PENNSYLVANIA MARINE CORPS LEAGUE

ELIGIBILITY REQUIREMENTS APPLICATION INSTRUCTIONS

ELIGIBILITY

Department of Pennsylvania, Marine Corps League and Marine Corps League Auxiliary, **Members, Member Spouses, Children and Grandchildren** and **children of U.S. Marines, FMF Corpsmen and Navy Chaplains (serving with a Marine unit) who were killed in combat** are eligible for this scholarship award if they meet the following requirements:

1. The Applicant or Sponsor (spouse, parent, grandparent or guardian) must be a **member in good standing** of the Department of Pennsylvania, Marine Corps League or Auxiliary. (Waived if applicant's parent was a Marine, Corpsmen or Chaplain killed in combat.) Good standing means that the member's membership dues are paid in full at the time the application is submitted and at the time the scholarship funds are disbursed. Failure to remain in good standing may jeopardize scholarship applications for subsequent years.
2. The Applicant must be a **high school graduate or have received a GED** and be accepted or enrolled at an institution of higher learning. Institutions of higher learning include accredited community colleges, colleges, universities and technical (trade) schools. A letter of acceptance is required for first year applicants.
3. Eligibility is limited to completion of four years of study or a bachelor's degree, whichever comes first. A scholarship will only be awarded to First, Second, Third, and Fourth year undergraduate students. The renewing Applicants must successfully maintain academic standards for undergraduate studies and must reapply for a scholarship each year the student is eligible. Graduate students are not eligible to receive a scholarship.
4. The Applicant must enroll at an institution of higher learning on a **full-time (minimum 12 credits/semester)** basis. If the Applicant is a member of the Department of Pennsylvania, Marine Corps League and is a veteran of the armed forces of the United States, the applicant must be enrolled on a **part-time (minimum 6 credits/semester)** basis.
5. A Sponsor who has become deceased after sponsoring one or more years' scholarships for a qualifying Applicant can sponsor for one (1) additional scholarship year after becoming deceased. The required Sponsor signature can be provided by the designated executor or executrix of the Sponsor's estate.

INSTRUCTIONS

1. Applications **must be postmarked** between **February 1** and **May 31** of each award year. Applications received prior to **February 1st** or after **May 31st** will be rejected.
2. The **Applicant** is to complete **Section A** of the application. Please note the only optional question is Scouting/Young Marines boxes. All other fields are required. Applicant must sign and date the form. **First-year Applicants must attach a copy of the acceptance letter from the school they will attend.**
3. The **Applicant's Sponsor** is to complete **Section B** of the application. If the Applicant is the Member of the League or Auxiliary, the Applicant will also complete Section B. There are no optional questions in Section B. The Detachment or Unit Name and Detachment # are required to confirm eligibility.

If the **Applicant** is a child of a Marine or Navy Corpsman or Chaplain killed in combat, please contact the scholarship chairman for Sponsorship information requirements.

4. The **Detachment Paymaster or Auxiliary Unit Treasurer** of the Sponsor's Detachment or Auxiliary Unit (or the Applicant's Detachment or Unit if the Applicant is a member) **must sign the application in Section C.**

The signature in Section C is the certification by the local Detachment or Unit that the Sponsor is a member of the Detachment or Unit and is in good standing. Applications without signatures may be returned for signature and can be rejected if the submission deadline has passed.

5. Mail completed applications (paper) to:

MCLPA Scholarship Committee, PO Box 6687, Harrisburg, PA 17112-0687

6. All Applicants will be notified via email (if provided) after the Department Convention of each year.
7. The approved list of Applicants awarded scholarships will be posted on the Department Website (www.pamcleague.com) after the Convention.
8. Questions on the application or the approval process should be submitted to the Committee:

MCLPA Scholarship Committee, PO Box 6687, Harrisburg, PA 17112-0687

Committee Email: dpaschol20@gmail.com

Committee Chair: 610-277-4355 Vice Chair: 717-715-3354

DISBURSEMENT OF SCHOLARSHIP FUNDS

1. All scholarships will be paid directly to the Applicant/student.
2. The Applicant must provide an address for mailing the scholarship check.

Note: If an Applicant's institution requires that scholarships be paid directly to the institution instead of the Applicant, it is the Applicant's responsibility to notify the Scholarship Chairman and to provide the appropriate institution address for mailing the scholarship check.

3. After notification of receiving a scholarship and after the school semester has started, the Applicant must provide a verification letter from the school that he or she has enrolled at the school. The verification letter must state the status of the Applicant as a full-time student enrolled at the school in the fall semester. The verification letter must be received by the Scholarship Chairman before the scholarship can be paid and must be postmarked no later than December 31.

Note: This requirement is not met by simply printing a class schedule off the institution's web site for the fall semester and submitting to the Chairman. The verification must come from the institution (usually the registrar) and be valid for the fall semester when scholarships are paid.

4. After enrollment verification and a mailing address has been received, the Chairman will authorize payment of the scholarship. All scholarships are paid by the Marine Corps League of Pennsylvania Foundation after notification by the Chairman.
5. Each award must be claimed by submitting enrollment verification and mailing address not later than **December 31st** or the scholarship monies will revert to the scholarship fund.
6. Reminder – Applicants must submit a new application in subsequent years 2, 3 and 4.