

# IPS PROCEDURES AND POLICIES

## PURPOSE

The P.E.O. IPS Fund has been in operation since 1949. Believing that education is fundamental to world peace and understanding, members of the P.E.O. Sisterhood contribute funds for the purpose of providing scholarships for selected women from other countries for study in the United States and Canada.

## I. PREREQUISITES FOR APPLICANTS

### A. Entrance Classification and Confirmation of Admission

1. An applicant must be qualified for admission to full-time graduate study, working toward a graduate degree in the college or university she will attend.
2. A copy of the applicant's confirmation of admission must be submitted with the application. This notice must specify the graduate degree program. No consideration will be given to applicants lacking evidence of admission.

### B. Scholarship Fulfillment

An applicant will be required to complete and sign a document promising to return to her home country or to a location outside the United States or Canada within sixty (60) days, depending on her visa status, upon completion of her degree program(s) or Optional Practical Training (OPT).

### C. Travel Expenses

1. The applicant must have round-trip or return travel expenses guaranteed. A travel form to this effect from the guarantor must be filed with the application.
2. IPS Scholarships are not awarded for travel.

### D. Ineligibility

1. A student holding citizenship or permanent residency in the United States or Canada is not eligible. Note: A student with residency for tax purposes *only* is permitted.
2. Scholarships are not given for online courses, research, internships, or for practical training if not combined with coursework.
3. In order to qualify for her first scholarship, an applicant must have a full year of coursework remaining and be enrolled and in residence for the entire school year.
4. Doctoral students who have completed coursework and are working on dissertations only are not eligible as first-time applicants.
5. Doctoral students in medicine or dentistry will be considered in the final two (2) years of coursework, internship or residency.

### E. Nondiscriminatory Basis

The applications of individuals who satisfy the prerequisites set forth in this section will be evaluated on a nondiscriminatory basis without consideration of age, race, national origin, religious affiliation or disability.

### F. Cottey College Applicants

(A) Entrance Classification, (B) Scholarship Fulfillment and (C) Travel Expenses do not apply to the applicant who enrolls at Cottey College, Nevada, Missouri. Cottey College is owned and operated by the P.E.O. Sisterhood. The applicant shall present evidence of admission to Cottey.

## II. PROCEDURES FOR APPLICANTS

### A. Application Material

1. Information concerning the International Peace Scholarship program is available from P.E.O. International Peace Scholarship Fund, P.E.O. Executive Office, 3700 Grand Avenue, Des Moines, Iowa 50312-2899 or by visiting [www.peointernational.org](http://www.peointernational.org)
2. Eligibility must be established before application material is sent to applicants. The eligibility information is available from [www.peointernational.org](http://www.peointernational.org) at any time but **the completed form will be accepted electronically in the IPS office only between September 15 and December 15.**
3. Application material will be sent to Cottey College applicants after they have been admitted to Cottey and recommended by the Director of Admission.

### B. Filing Dates

Application deadlines are available on the website.

## III. GENERAL POLICIES FOR APPLICANTS

### A. Initial and Renewal Applications

1. The application is made for a period not to exceed one (1) year (two semesters and one summer session or equivalent).
2. Renewal applications may be made for additional scholarship assistance under the following regulations:
  - a. All applicants must complete and submit eligibility forms between September 15 and December 15.
  - b. A recipient in graduate school is eligible to apply for one (1) renewal of her scholarship. She may receive scholarship assistance for no more than two (2) years.
  - c. Students receiving funding at Cottey may be eligible to apply for graduate IPS funds. However, combined total IPS support will not exceed \$25,000.

### B. Maximum Amount of Scholarship

1. The maximum scholarship amount for one (1) year (12 months) of study is \$12,500, **based upon need**. Lesser amounts may be awarded according to individual need.
2. The scholarships are given as GRANTS-IN-AID and are not intended to cover all academic or personal expenses. At the time of application, the applicant is required to submit a budget of estimated expenses and all anticipated additional financial resources. "Additional financial resources" may include personal and family funds, tuition waivers, work scholarships, teaching assistantships, study grants, other scholarships and loans. Additional financial resources do not need to be confirmed at the time the budget is submitted.
3. The scholarship awarded is for one (1) year of study from August to June or August to August.

### C. The Award

1. Announcement of awards is made in May. The amount of the scholarship will be divided into two (2) payments to be distributed in August and December.
2. Scholarships to students studying in Canadian universities will be paid in Canadian dollars.
3. Scholarship funds may be used only for tuition, school and living expenses, and only while in residence as a full-time student in the United States or Canada at the institution specified. Failure of a student to notify the board of trustees in advance of an extended absence from the campus or transfer to another institution may result in cancellation of her scholarship.
4. A doctoral student, with a renewal scholarship, working only on her dissertation must be enrolled as a full-time student at the university and supervised by her academic adviser.
5. IPS Scholarship money may be used for local transportation but is not allowed for travel abroad or to professional conferences, meetings or seminars.
6. Scholarships cannot be deferred to another academic year.
7. Scholarships cannot be used to pay past debts.
8. After awards have been announced, if a recipient receives notification of admission to a school other than the one detailed on her application, she must contact the IPS office for instructions on how to transfer her scholarship to a different school. These transfers must first be approved by the IPS Board of Trustees.