

# IPS PROCEDURES AND POLICIES 2012-2013

## 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 received by the IPS office by April 1 in order to complete 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

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.

### D. Ineligibility

1. A student holding citizenship or permanent residency in the United States or Canada is not eligible.
2. Scholarships are not given for research, internships, or for practical training if not combined with coursework.
3. Scholarships are not awarded for travel.
4. 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.
5. Doctoral students who have completed coursework and are working on dissertations only are not eligible as first-time applicants.
6. 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 August 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 Date

Completed application forms and all other material requested, except the confirmation of admission, must be received electronically by January 31 of the year for which the scholarship is requested.

Confirmation of admission must be received in this office by April 1.

## 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 [2] semesters and one [1] summer session or equivalent).
2. Renewal applications may be made for additional scholarship assistance under the following regulations:
  - a. Students may request renewal forms after August 15. These completed forms, requesting assistance for the ensuing academic year, along with three (3) recommendations forms, must be received electronically by January 31.
  - b. A recipient is eligible to apply for one (1) renewal of her scholarship until she receives her degree (or diploma from Cottey College). RESTRICTION: She may receive scholarship assistance for no more than two (2) years. See "c." below.
  - c. A student who has received assistance for study at Cottey College is eligible to apply for one (1) more scholarship while in graduate school.

### B. Maximum Amount of Scholarship

1. The maximum scholarship amount for one (1) year (12 months) of study shall be \$10,000, **based upon need**. Lesser amounts may be awarded according to individual needs.
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, an applicant is required to show proof of adequate additional financial resources to meet her estimated expenses. Examples of "additional financial resources" are personal and family funds, tuition waivers, work scholarships, teaching assistantships, study grants and other scholarships.
3. The scholarship awarded is for one (1) year of study. Study periods for applicants run 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 expenses, maintenance and incidental 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. The scholarship funds may not be used for travel in the United States, Canada or abroad.
6. Scholarships cannot be deferred to another academic year.
7. Scholarships cannot be used to pay past debts.