

# Horace Mann Bond-Leslie Pinckney Hill Scholarship Program

## SCHOLARSHIP GUIDELINES

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*April 2023*



**COMMONWEALTH OF PENNSYLVANIA**

**DEPARTMENT OF EDUCATION**

333 Market Street

Harrisburg, PA 17126-0333

[www.education.pa.gov](http://www.education.pa.gov)



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## **Program Description**

The Horace Mann Bond-Leslie Pinckney Hill Scholarship Program (Bond-Hill) provides financial assistance to Pennsylvania students from Cheyney University of Pennsylvania (Cheyney) and Lincoln University (Lincoln) who pursue approved professional and graduate programs at Pennsylvania state-related universities and universities in the Pennsylvania State System of Higher Education (PASSHE).

Originated in 1983, the scholarship is named in honor of two distinguished past presidents of Lincoln University and Cheyney University, Horace Mann Bond and Leslie Pinckney Hill, respectively.

The Bond-Hill scholarship program provides award recipients with funds toward tuition, tuition-related fees, and required course materials for up to four years (or eight full-time semesters) of graduate or professional study, depending on the student's field of study and academic standing.

Students enrolled in professional graduate-level programs in law, medicine, podiatry, and dentistry at partner universities receive priority funding. Based on available funding, scholarships also may be awarded to students admitted to other approved professional and graduate programs at the partner universities.

## **Legislative Authorization and Program Funding**

Legislative authorization for the Bond-Hill scholarship program is included in the General Assembly's annual appropriation to Pennsylvania Higher Education Assistance Agency (PHEAA). The appropriation provides funding for the Bond-Hill scholarships and for outreach and recruitment activities related to the scholarship program through Cheyney and Lincoln. The Pennsylvania Department of Education (PDE) administers the scholarship program in cooperation with PHEAA.

## **Eligibility Requirements**

Eligible students must:

- Be a senior at Cheyney or Lincoln or be a graduate of a baccalaureate degree program at either university;
- Be accepted as a full-time student in an approved professional or graduate degree program at a Pennsylvania state-related university or PASSHE university;
- Enroll full-time in the program within five years of graduating from either university;
- Be recommended by the Dean of the undergraduate institution;
- Be a U.S. citizen or permanent resident or hold a Deferred Action for Childhood Arrivals (DACA) work authorization document or Temporary Protected Status (TPS) with work authorization;
- Be a resident of Pennsylvania for at least one year at the time of application and remain a resident during the entire term of the scholarship;
- Demonstrate high academic performance and maintain satisfactory progress;
- Submit a completed application packet to PDE via Cheyney or Lincoln.

## Partner Graduate Universities

Eligible students may receive scholarships to enroll full-time in select professional and graduate degree programs at the following partner universities, including online programs:

- Cheyney University of PA
- Commonwealth University of PA (including the Bloomsburg, Lock Haven, or Mansfield campuses)
- East Stroudsburg University of PA
- Indiana University of PA
- Kutztown University of PA
- Lincoln University
- Millersville University of PA
- Pennsylvania State University
- Pennsylvania West University (including the California, Clarion, or Edinboro campuses)
- Shippensburg University of PA
- Slippery Rock University of PA
- Temple University
- University of Pittsburgh
- West Chester University of PA

## Applying for a Bond-Hill Scholarship

Scholarship applications are reviewed on a rolling basis and are awarded contingent on available funding. Applicants will not be considered until their application packets are complete. Application packets are considered complete when all required materials have been received by PDE.

The student's undergraduate institution is responsible for submitting the completed scholarship application packet to PDE. Applicants should work with the Bond-Hill representative at Cheyney or Lincoln to compile the required application materials. Students may not submit application materials directly to PDE.

The application packet includes the following:

- Bond-Hill scholarship application signed by the student;
- Letter of recommendation from the student's undergraduate university, signed by the Bond-Hill Scholarship administrator at the university and on official university letterhead;
- Letter of full acceptance from the partner graduate university, signed by an official representative of the university and on official letterhead (conditional acceptance letters may be considered for a preliminary application approval; however, a full acceptance letter must be sent before funding will be paid. Failure to update the conditional acceptance letter will result in forfeiture of the scholarship);
- Documentation confirming the student is a resident of Pennsylvania; and
- Documentation that the student is a citizen or lawful permanent resident or holds a Deferred Action for Childhood Arrival (DACA) work authorization document or Temporary Protected Status (TPS) with work authorization document.

## Bond-Hill Scholarship Application

Interested students apply for the scholarship through their undergraduate universities (Cheyney or Lincoln). Below is contact information for the Bond-Hill scholarship administrators at each university:

Cheyney University  
Cheyney Honors Academy  
1837 University Circle  
P.O. Box 200  
Cheyney, PA 19319-0200  
Dr. Eric Schumacher  
[eschumacher@cheyney.edu](mailto:eschumacher@cheyney.edu)  
Phone: 610.399.2599

Lincoln University  
Upper Class Dean  
1570 Baltimore Pike  
Lincoln University, PA 19352  
Dr. Yvonne Hilton  
[yhilton@lincoln.edu](mailto:yhilton@lincoln.edu)  
Phone: 484.365.7222

Applicants must provide the following information on the scholarship application:

- Full name;
- Contact information, including current mailing address, phone number, and email address;
- State of residency;
- Country of citizenship;
- Undergraduate university and graduation date (month/year);
- Graduate university;
- Professional or graduate degree program;
- Date of acceptance and enrollment in the graduate program including if the program is a year-round program; and
- Expected date of graduation from graduate program.

## Letter of Recommendation from the Undergraduate University

All applicants must be recommended by their respective undergraduate universities to be considered for the scholarship. The letter of recommendation must be written on university letterhead and signed by the university's Bond-Hill scholarship administrator. The letter must include, at minimum, the following information:

- A statement indicating why the applicant should receive a Bond-Hill scholarship;
- Confirmation that the student is planning to enroll full-time in an approved graduate degree program at a partner graduate university;
- The student's intended graduate degree program and graduate university;
- The student's date of enrollment in the graduate program and expected date of graduation;
- Confirmation that the student is a Pennsylvania resident and a citizen or permanent resident of the United States or holds a DACA work authorization document or Temporary Protected Status; and
- Confirmation that the student was eligible for in-state tuition in the final year at the undergraduate institution, has lived in Pennsylvania for at least one year, or is eligible for in-state tuition at the graduate university.

## **Letter of Acceptance from the Partner Graduate University**

All applicants must submit a copy of their graduate program acceptance letter. The letter must be written on university letterhead and signed by an official representative from the graduate university. Copies of official acceptance emails may be accepted on a case-by-case basis. The letter should include the following information:

- Applicant's name;
- Applicant's Pennsylvania address;
- Graduate program to which the student has been accepted;
- Date of enrollment at the graduate institution;
- Expected date of graduation from the graduate program; and
- Estimated total cost of full-time tuition, fees, and course materials per semester.

If the graduate program acceptance letter does not include all the above information, the university may provide the student with supplementary documentation.

## **Proof of Pennsylvania Residency**

The applicant must be a resident of Pennsylvania for at least one year at the time of application and remain a resident during the entire term of the scholarship. The student's undergraduate university is responsible for confirming the student's residency in the letter of recommendation. After the student receives the scholarship award, the student's graduate university is responsible for confirming the student's residency each semester. PDE reserves the right to request a student submit proof of residency any time during the application process and while participating in the scholarship program.

## **U.S. Citizenship and Residency Requirements**

Qualified students must be citizens or permanent residents of the United States or hold a DACA work authorization document or Temporary Protected Status (TPS) with work authorization. Citizenship, permanent resident status or work authorization should be confirmed by the undergraduate institution in the letter of recommendation. PDE reserves the right to require an applicant to provide additional documentation.

## **Additional Documentation**

Applicants and the universities may provide additional documentation if they choose. Likewise, PDE reserves the right to request additional information and documentation as needed to effectively evaluate the student's application and determine acceptance into the scholarship program.

## **Application Review Process**

PDE reviews scholarship applications on a rolling basis and awards are contingent on available funding.

New awards will be granted to eligible applicants pursuing approved professional and graduate degree programs at PASSHE universities and Pennsylvania state-related universities. Award recipients may not enroll in graduate programs at the same institution where they earned their undergraduate degree.

New scholarship awards will be approved in accordance with the following tiered process, contingent on available program funds.

**Tier I<sup>1</sup>:** Awards will be granted to eligible new applicants pursuing the following professional programs:

- Law;
- Medicine;
- Podiatry; and
- Dentistry.

**Tier II<sup>1</sup>:** To the extent that additional scholarship funds are available after the first level is fully funded, scholarships will be awarded to eligible students admitted to professional and graduate programs in the following fields of study:

- Business;
- Computer Science;
- Counseling;
- Education, including the Doctorate of Education;
- Public Administration;
- Public Health Administration;
- Science, Technology, Engineering, Mathematics and Health Sciences (STEM-H); and
- Social Work

The number of new scholarships awarded each year is based on the availability of program funding and the annual appropriation from the General Assembly. Awards vary by individual and are based on the costs of the student's graduate university and graduate degree program.

Qualified students are eligible to receive a Bond-Hill scholarship for the length of the program as defined by the graduate university, not to exceed a total of eight full-time semesters.

## **Award Notification**

After the application packet is reviewed and the applicant is deemed eligible for a Bond-Hill scholarship, PDE will send an award notification letter to the student, the student's undergraduate and graduate universities, and PHEAA. The award letter will include an offer of acceptance to the scholarship program and the terms of acceptance.

The terms of acceptance will be as follows:

Scholarship recipients must meet all eligibility requirements of the scholarship program while enrolled in the graduate degree program, including being enrolled full-time and being a resident of Pennsylvania.

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<sup>1</sup> The institutions and students must confirm with the professional licensure agency that they are eligible to apply for licensure upon completion of the graduate program.

The scholarship award may be used to cover the cost of tuition, tuition-related fees, and required course-specific textbooks, course materials, and/or medical equipment in the approved graduate program, contingent on available funding.

The student is responsible for ensuring that bills for tuition, tuition-related fees, and required course materials are submitted to PDE by their graduate universities each academic period.

Scholarship funds may cover the costs for summer and/or winter interim enrollment provided that the courses are being used to accelerate degree completion.

## **Accepting the Offer**

To accept the scholarship, the student must sign and return the Scholarship Acceptance Form to PDE within 10 days of receiving the award letter. See Appendix A.

## **Declining the Offer**

If a student chooses not to accept the scholarship, the student should mark the Scholarship Acceptance Form accordingly and return the form to PDE within 10 days of receiving the award letter. See Appendix A.

If the student does not respond to the award letter within 10 days, PDE will attempt to contact the student. If the student cannot be reached, PDE reserves the right to defer or rescind the scholarship offer.

## **Deferring Enrollment**

A student who has been awarded a scholarship may request the award be deferred until a later date within the same academic year. The student must submit a written request to PDE prior to the start of the semester in which the student originally planned to enroll along with documentation from the graduate university indicating the following:

- Student's name;
- Student's current contact information, including address, phone number and email address;
- Graduate program;
- Graduate university;
- Original date of enrollment;
- New date of enrollment; and
- Anticipated graduation date.

Once received, PDE will respond to the student in writing with a decision. A student wishing to defer enrollment beyond the academic year in which the award was originally granted will be required to reapply the following year as long as they are within their 5-year eligibility window.

A student who has enrolled at a different participating institution since their application was received will be required to reapply the following year as long as they are within their five-year eligibility window.

## **Failure to Comply with Scholarship Requirements**

A student may receive the Bond-Hill scholarship for the duration of the initial degree program, not to exceed four academic years or a total of eight semesters of enrollment, provided the student enrolls full-time in the approved graduate program, continues to meet the scholarship eligibility criteria, and maintains satisfactory academic standing, as defined by the graduate university. A student who does not meet these requirements will have the scholarship rescinded. When this occurs, PDE will send written notification to the student, the Bond-Hill scholarship coordinators at the student's undergraduate and graduate institutions, and PHEAA. The scholarship program provides funding for required program coursework and pays for courses only once.

## **Leave of Absence**

An award recipient may request the scholarship be suspended for up to one academic year while on an approved leave of absence from the graduate university.

After the graduate university approves the leave of absence, the student must submit written notification to PDE along with documentation from the graduate university indicating the following:

- Student name;
- Graduate program;
- Leave of absence effective date;
- Expected date of return to the graduate program;
- Number of full-time semesters remaining to complete program;
- Expected graduation date; and
- Confirmation that the student is maintaining academic progress and permitted by the university to return to the approved graduate program after the leave of absence.

The request will be considered by the Director of the Bureau of Postsecondary and Adult Education. If the leave request is approved, the student's file will be placed on "inactive/hold" status until the graduate university notifies PDE that the leave of absence has ended, and the student has enrolled full-time in the graduate program.

Reinstatement of the award is contingent on availability of funds and official readmission to the graduate program by the graduate institution.

## **Dropping Courses**

Students must enroll full-time (minimum nine credits or as determined by the graduate university for the student's degree program) each semester to qualify for an award. For this reason, students are advised to speak to a program advisor and the university scholarship coordinator prior to making schedule changes.

## **Failing Courses**

The student is financially responsible for retaking failed courses.

## Withdrawing from the Graduate Program or University

A student who withdraws from the graduate program or university forfeits the scholarship award effective the date of withdrawal. The student is responsible for notifying PDE within 30 days of the date of withdrawal.

## Approved Use of Scholarship Funds

The Bond-Hill Scholarship Program provides recipients with funding for tuition, tuition-related fees, and required course-specific textbooks and materials for the length of the degree program, not to exceed eight semesters of full-time graduate or professional study, depending on the student's field of study and academic standing.

## Releasing Scholarship Funds

Reimbursement each semester is dependent on the graduate university submitting the following documentation to PDE on behalf of the scholarship recipient:

- University invoice indicating cost of tuition and tuition-related fees charged to the student for the semester;
- The student's signed and completed PDE Textbook Reimbursement Form along with the itemized receipts verifying the cost for each purchase and course syllabi indicating the purchased items are course requirements. (See Appendix B: Bond-Hill Textbook Reimbursement Form); and
- Confirmation that the student is enrolled full-time, meets the award criteria, and is in good academic standing for the academic period in which reimbursement is being requested.

The graduate university is responsible for submitting an invoice to PDE for each academic period in which a student is enrolled in the graduate program of study. Institutions are permitted to invoice PDE for the exact cost of tuition and required fees, textbooks, and related materials each semester of enrollment, not to exceed the equivalent of eight full-time semesters or the length of the program, whichever is less. Universities may not invoice for room and board, late fees, and student loans, including loan interest, or origination fees. Expenses that accrued prior to the program approval date are not eligible for reimbursement.

Student bills and expense forms should be sent to [ra-edbondhillgrants@pa.gov](mailto:ra-edbondhillgrants@pa.gov) **prior to the end of the semester in which the expenses occurred:**

Missing or incomplete invoices or forms may result in payment delay or denial.

Following receipt and approval of these bills, PDE will submit a payment request to PHEAA. PHEAA will disperse award funds directly to the university via wire transfer usually within 30 days.

Scholarship funds are to be applied directly to the student's university account. Award funds may not be sent directly to the student. Neither PHEAA nor the university may submit payment to a lender on a student's behalf. PDE will not approve and PHEAA is not permitted to release funds for non-eligible expenses.

## **Administrative Stipend for Undergraduate Universities**

Historically, the General Assembly has provided for Cheyney University and Lincoln University to receive funding for recruitment and outreach. The administrative stipend shall be determined annually by PDE based on the appropriation and availability of funds.

Release of the funds by PHEAA is contingent on PDE's receipt and acceptance of the following information from Cheyney and Lincoln universities:

- End of year report recounting the institution's recruitment and outreach activities for the prior academic year;
- A final program budget for the academic year; and
- A proposed budget for the upcoming academic year.

## **Reporting**

### **Cheyney University & Lincoln University**

Cheyney and Lincoln shall submit the following information electronically to PDE no later than September 30 of each year:

1. Year-End Report for the academic year:
  - Narrative explaining student recruitment at the high school and college level, coordination of the nomination process, communication to students, and communication with the approved graduate universities and supporting pre- professional campus-based organizations.
  - The applicant pool for the award.
  - Program goals, including desired outcomes, activities used to achieve the goals, and related costs.
  - Final budget showing how the university used state-appropriated funds to administer the scholarship program on its campus.
2. Proposed Budget describing how the university plans to use state-appropriated funds To administer the scholarship program and recruit applicants for the upcoming academic year.

The release of funds by PHEAA for outreach efforts is contingent on PDE's receipt and acceptance of the above information.

### **Graduate Universities**

Scholarship eligibility is based on a student being enrolled full-time in an approved graduate degree program, making academic progress as defined by the graduate university, and maintaining residency in Pennsylvania.

For this reason, each semester, each graduate university with enrolled scholarship recipients shall report to PDE the following information:

- Name of Bond-Hill Scholars enrolled and the professional/graduate programs in which

- they are enrolled;
- GPA, number of credits completed, and number of credits remaining (if known) per student;
- Anticipated date of graduation;
- U.S. citizenship, lawful permanent residency, or work authorization and confirmation that the student is eligible for in-state tuition; and
- Confirmation that the university considers the student to be in good academic standing.

Reports are due no later than one month after the end of the semester for which the data is being reported and should be sent to [ra-edbondhillgrants@pa.gov](mailto:ra-edbondhillgrants@pa.gov).

## **Roles and Responsibilities**

### **Undergraduate Universities**

#### **Program Administration**

Cheyney and Lincoln universities must provide the necessary staff to recruit and administer the scholarship program on their respective campuses. Responsibilities include informing students of the program, coordinating the student application process, communicating with the partner graduate universities, and supporting pre-professional campus-based organizations.

#### **Outreach and Recruitment**

Cheyney and Lincoln universities are required to use a combination of outreach and recruitment activities to assist students with preparing for graduate school and to create a pool of qualified scholarship applicants each year.

“Outreach activities” are activities that serve to promote and inform students about the Bond-Hill Scholarship Program. An example of an “outreach activity” is an event the university sponsors for high school students who are still deciding on a major and an undergraduate university.

“Recruitment activities” are defined as specific actions that result in students applying to and being prepared for the scholarship program and the graduate program in which they intend to enroll. For example, a Bond-Hill information session for junior undergraduates interested in entering the medical field is a “recruitment activity.”

#### **Student Application Coordination**

PDE relies on the undergraduate universities to coordinate the following duties:

- Confirm that each applicant meets the Bond-Hill Scholarship Program eligibility requirements;
- Provide a written recommendation for each qualified applicant that includes appropriate information related to student’s eligibility for the Bond-Hill scholarship;
- Assist applicants with compiling the scholarship application packet; and
- Submit student application packets to PDE in a timely manner.

## Scholarship Recipients

Availability or continuation of the Bond-Hill scholarship is contingent on students adhering to the following responsibilities. Failure to do so may result in a loss of the scholarship.

1. Ensure that all required documentation and the application are submitted to Cheyney or Lincoln to meet the application deadline.
2. Maintain continuous Pennsylvania residency for the entire program.
3. If a non-citizen, maintain lawful permanent residency or work authorization.
4. Be continuously enrolled full-time in the approved graduate degree program at the graduate university (exceptions may apply on a case-by-case basis per term).
5. Demonstrate high academic performance and maintain satisfactory progress as determined by the graduate university.
6. Notify PDE immediately of any changes to the following:
  - Name;
  - Residency status;
  - Contact information;
  - Enrollment status, including, but not limited to, graduation, part-time enrollment, leave of absence, course withdrawal and program dismissal; and/or
  - Intended graduate program.
7. Submit the Bond-Hill Textbook Reimbursement Form along with original receipts and course syllabi to the coordinating office at the graduate university each semester.
8. Abide by the requirements and terms of the scholarship guidelines.

## Graduate Universities

### Admissions

Graduate universities are responsible for the following activities:

1. Reviewing candidates for their intended graduate program of study based on the institution's standard admission procedures.
2. Providing each scholarship applicant accepted into the approved graduate program with an official letter of acceptance that includes the following information. If the acceptance letter does not include all the required information, the university may provide the student with supplementary documentation.
  - Applicant's name;
  - Applicant's Pennsylvania address;
  - Graduate program to which the student is accepted;
  - Date of enrollment at the graduate university;
  - Expected date of graduation from the graduate program;
  - Statement indicating the student will be charged in-state tuition and fees; and

- Estimated cost of full-time tuition, fees, and course materials for the entire graduate program by semester.

## **Fiscal**

Graduate universities are responsible for submitting student invoices to PDE each academic period in which the student is enrolled in the program of study. Institutions may invoice PDE for the full cost of tuition, tuition-related fees, and required course materials, including textbooks, supplies, and medical supplies. Institutions should submit the university bill reflecting tuition charges and tuition-related fees and the completed Bond-Hill Textbook Reimbursement Form (See Appendix B) along with receipts and course syllabi. Inclusive book access fees will be considered mandatory charges if the student doesn't opt out and would be paid in lieu of an itemized book reimbursement form. Invoices received after the semester's completion will be paid based on availability of funds. Graduate universities are responsible for providing financial projections for each student to PDE as requested.

Graduate universities agree to accept payment by electronic transfer from PHEAA on the student's behalf and to apply those funds to the student's account for that semester.

## **Enrollment and Academic Standing Verification**

Scholarship eligibility is based on a student being enrolled full-time in an approved graduate degree program, making academic progress as defined by the graduate university, and maintaining residency in Pennsylvania while enrolled in the program. Therefore, PDE relies on the graduate universities to confirm for each term the enrollment status and academic standing for each scholarship recipient.

Graduate universities are expected to notify PDE of any changes to student's eligibility such as enrollment status, graduation, withdrawal, or leave of absence.

## **Glossary**

**DACA work authorization document:** A document issued by the United States Citizenship and Immigration Services (USCIS) that provides temporary employment authorization to noncitizens in the United States who have obtained Deferred Action for Childhood Arrival status.

**Full-time enrollment:** Enrollment for a minimum of nine credits per term or as determined by the graduate university for the respective program. Doctoral students admitted to the dissertation phase of the program must be enrolled for a minimum of three semester credits and must be considered as full-time students by their department and university.

**Lawful Permanent Resident:** A resident alien, who is not a U.S. citizen, who has been lawfully admitted to the United States to live and work permanently and has been issued a Lawful Permanent Resident Card by the U.S. Government.

**Pennsylvania resident:** A student with continuous residency in the commonwealth at least 12 months prior to applying for the Bond-Hill Scholarship.

**Tuition-related fees:** Mandatory fees for all graduate students in the approved program of study at the graduate university. These fees support the infrastructure of the university. While these fees are calculated on the same basis as tuition, they are not determined by course requirements.

# Appendix A: Scholarship Application



## Horace Mann Bond-Leslie Pinckney Hill Scholarship Application

### Eligibility Requirements

- Be a senior at Cheyney or Lincoln or be a graduate of a baccalaureate degree program at either university;
- Be accepted as a full-time student in an approved professional or graduate degree program at a Pennsylvania state-related university or PASSHE university;
- Enroll full-time in the program within five years of graduating from either university;
- Be recommended by the Dean of the respective university;
- Be a U.S. citizen or permanent resident or hold a Deferred Action for Childhood Arrivals (DACA) work authorization document or Temporary Protected Status (TPS) with work authorization;
- Be a resident of Pennsylvania for at least one year at the time of application and remain a resident during the entire term of the scholarship;
- Demonstrate high academic performance and maintain satisfactory progress;
- Submit a completed application packet to PDE via Cheney or Lincoln.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

University:    Cheyney University of PA    Lincoln University

Date of graduation (or expected graduation): \_\_\_\_\_

Are you a current resident of Pennsylvania?       Yes    No

Are you a U.S. citizen, lawful permanent resident, or recipient of a Deferred Action for Childhood Arrival (DACA) employment authorization document?    Yes    No

### Graduate Program Information

Eligible students may receive scholarships to enroll full-time in select professional and graduate degree programs at the following partner universities, including online programs:

- Cheyney University of PA
- Commonwealth University of PA (including the Bloomsburg, Lock Haven, or Mansfield campuses)
- East Stroudsburg University of PA
- Indiana University of PA
- Kutztown University of PA
- Lincoln University
- Millersville University of PA
- Pennsylvania State University
- Pennsylvania West University (including the California, Clarion, or Edinboro campuses)
- Shippensburg University of PA
- Slippery Rock University of PA
- Temple University
- University of Pittsburgh
- West Chester University of PA

University that you have applied to: \_\_\_\_\_

Program: \_\_\_\_\_ Date of enrollment: \_\_\_\_\_

Summer and/or winter enrollment is required to complete my program:  Yes  No

\*Note you are required to be full-time during the fall and spring semesters.

Expected completion date: \_\_\_\_\_

Please attach the following documents to your application for consideration:

- Unofficial transcript
- Resume
- Cover Letter from the candidate
- Letter of recommendation from your undergraduate institution
- Full acceptance letter from graduate institution (if you are an undergraduate and the acceptance letter is conditional, you must provide the full acceptance letter upon your graduation from your undergraduate program)
- Documentation of Pennsylvania residency (include your driver's license and a W-2 from the prior year and/or a bill or lease showing your residency during the year prior to application).

I, \_\_\_\_\_, have read and understand the conditions of the Horace Mann Bond-Leslie Pinckney Hill Scholarship as noted by the Pennsylvania Department of Education. I affirm that I plan to pursue a career as defined in the Bond-Hill Scholarship Guidelines.

I give permission to officials of my institution to release transcripts of my academic record and other information requested for consideration in the Bond-Hill Scholarship program. I understand that this application will be available only to qualified people who meet all eligibility requirements. I affirm the information contained herein is true and accurate to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B: Scholarship Acceptance Form



### Horace Mann Bond-Leslie Pinckney Hill Scholarship Acceptance Form

Name \_\_\_\_\_ Date \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**I accept the Horace Mann Bond-Leslie Pinckney Hill Scholarship and agree to abide by the following terms and conditions of the award:**

1. Maintain continuous Pennsylvania and U.S. residency for the entire program.
2. Be continuously enrolled full-time in the approved graduate degree program.
3. Demonstrate high academic performance and maintain satisfactory progress as determined by the graduate institution.
4. Notify the Department immediately of any changes to the following:
  - a. Name
  - b. Residency status
  - c. Contact information, including change of address
  - d. Enrollment status at the graduate institution, including change to part-time enrollment
  - e. Change of major
  - f. Leave of absence, withdraw or dismissal from the program or university
  - g. Graduation
5. Submit the Bond-Hill Textbook Reimbursement Form and original receipts to the coordinating office at the graduate institution each semester.
6. Abide by the terms of the scholarship requirements and guidelines.

**Graduate Program** \_\_\_\_\_ **Date of Enrollment** \_\_\_\_\_  
[Month/Year]

**Summer and/or winter enrollment is required to complete my program.**

**Expected Graduation Date** \_\_\_\_\_  
[Month/Year]

**I decline the Horace Mann Bond-Leslie Pinckney Hill Scholarship.** I am declining the scholarship offer for the following reason/s:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please sign and return this Agreement within ten (10) days of receiving the scholarship offer to:  
Dr. Kimberly McCurdy, Bureau Director  
Office of Postsecondary and Higher Education  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor, Harrisburg, PA 17126-0333  
[ra-edbondhillgrants@pa.gov](mailto:ra-edbondhillgrants@pa.gov)

## Appendix C: Textbook Reimbursement Form



### Bond-Hill Scholarship Textbook Reimbursement Form

Student Name: \_\_\_\_\_ Graduate University: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Semester of Enrollment: Fall  Winter  Spring  Summer  20\_\_\_\_\_

Total Reimbursement Requested by Student: \_\_\_\_\_

#### Graduate University Approval

Amount Approved by University: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

#### Instructions

1. Purchase required textbooks and/or course-specific materials for the courses in which you are enrolled this semester.
2. Complete the form below as indicated.
3. Attach itemized receipt(s) for each item(s) listed.
4. Attach a copy of the syllabus for each course in which you are enrolled and course materials are required. If you are enrolled in a course that does not require textbooks or course materials, then the course should not be listed on the form.
5. Make copies of this form and all related documentation for your records.
6. Submit the form and related documentation to the Bond-Hill Coordinating Office at your graduate university as soon as possible each semester.
7. Your graduate university then will submit the form on your behalf to the Bond-Hill Scholarship Program Administrator at the Pennsylvania Department of Education (PDE).

*Note: Textbook Reimbursement Forms MUST be submitted and approved by PDE no later than the last day of the semester. Forms submitted after this date will be approved based upon available funding.*

Course Number & Section	Course Title	Material Description (i.e., title of textbook or description of class material)	Vendor (i.e., college bookstore, Barnes & Noble, online)	Cost of Item	Receipt Attached?	Syllabus Attached?
Ex: Acct 5001-004	Principles of Accounting	Advanced Principles of Accounting	College Bookstore	\$112.45	Y	Y

