

# **Application Procedures and Policies**

## **The MathWorks Scholarship Program**

### **PROCEDURES FOR APPLICATION**

Through the generosity of The MathWorks, Inc., the Town of Natick is offering two \$10,000 scholarships to high school seniors from Natick who have excelled in mathematics and science and are committed to pursuing a degree in a related field at an accredited four-year college or university. Each scholarship is structured as follows:

First year:	\$1,000
Second year:	\$2,000
Third year:	\$3,000
Fourth year:	\$4,000

### **COMPLETING THE APPLICATION**

If you have any questions regarding the application, please contact the Office of the Board of Selectmen at (508) 647-6410. We would be happy to help you with any questions you might have.

### **SUBMISSION REQUIREMENTS**

- All applications must be complete and must contain all information, including required signatures. Applications may be considered incomplete if they would be considered incomplete by a reasonable person, or if they would be “incomplete” or “potentially incomplete” as described herein. The Committee may not consider an application which is incomplete.
- Please complete every section in this application. If something does not apply to you, please place a “NA” in the box or on the line to signify that it does not apply to you. Leaving a box or line empty makes it appear that you did not answer a question, and your application may be considered incomplete.
- You must submit an official transcript from your high school with your application. This transcript should be in a separate and sealed envelope with the signature of your guidance counselor across the back flap of the envelope.
- You must include a copy of your standardized test scores (such as your SAT’s) from ETS. Please plan ahead so you can include these scores in your application package.
- An application must include two references. These references must be submitted in separate and sealed envelopes with the signature of your recommender across the back flap of the envelope.
- All application materials should be put in a single sealed envelope. This envelope must be time stamped in the Office of the Town Clerk and received in the Office of the Board of Selectmen no later than the due date. No application will be considered which does not meet these requirements. The Office of the Board of Selectmen will not time stamp applications for you. You must time stamp the application before submitting it.

**DUE DATE: March 31, 2009, by 5:00 PM**

All applicants are required to read the information below and, by submitting an application for this Scholarship Program, covenant that they have read and agree to be bound it.

**Please note the following:**

The Committee may, at its discretion, conduct one or more rounds of interviews with finalists.

The Town of Natick will award up to two The MathWorks Scholarships per year. Scholarships will be paid to the student directly during the second semester (or during the third trimester) of each year, after submitting proof that they have matriculated in an eligible program of study at an accredited four-year college or university.

Students awarded The MathWorks Scholarships are required to continue their studies toward a degree in engineering, mathematics, science or another eligible field in each year of their education, and must make adequate progress toward a degree in each year of their scholarship award.

Students who do not maintain an eligible program of study will lose their scholarship award. Students may apply to receive their scholarship again if they resume an eligible program of study, but the funding will be lost for the year(s) of ineligibility. For example, if a student adopts an *ineligible* course of study in their second year but returns to an eligible course of study in their third and fourth years, he or she would receive years one, three and four of the scholarship, but not year two. Partial year awards may be considered on a case by case basis for students who resume an eligible course of study part way through an academic year.

Students awarded these Scholarships must at all times maintain the minimum grade point average (GPA) required to graduate from their college or university and their program of study. Students whose GPA falls below graduation requirements will lose their scholarship. Students are invited to apply for reactivation of their scholarship if they return their GPA to required minimum levels. If approved by the Committee, the student would receive the remaining years of their original scholarship award.

Students who have been awarded a The MathWorks Scholarship and are convicted of a crime shall immediately forfeit their scholarships. Such students may be eligible to receive the balance of their scholarship if they continue to meet all program requirements and, subsequent to conviction, are found not guilty of the crime for which they were convicted.

**REQUIREMENTS FOR RECEIPT OF THE SCHOLARSHIP IN YEARS TWO, THREE AND FOUR**

Students must submit to The MathWorks Scholarship Committee at the completion of each semester or trimester an official academic transcript from their college or university. The Committee will review all transcripts to ensure all Scholarship recipients continue in an eligible program of study, are maintaining a grade point average sufficient for graduation (and graduation with an eligible degree) and are making adequate progress toward receipt of a degree, as defined by the student's academic program. Students may forfeit their scholarship if they fail to provide this information.

Scholars must immediately notify the Committee in writing of any change that may impact their continued eligibility for the Scholarship. Should a student fail to notify the Committee of said change, the Committee may revoke the student's scholarship and the Town may seek repayment of any funding provided to the student during their period of ineligibility.