

**THE WESTBROOK FOUNDATION  
MESSERSCHMIDT SCHOLARSHIP APPLICATION**

**INSTRUCTIONS TO POST HIGH SCHOOL GRADUATE APPLICANTS**

**SEEKING A WESTBROOK FOUNDATION MESSERSCHMIDT SCHOLARSHIP**

It is our belief that a student pursuing an education should be able to read with comprehension and follow instructions given. Please be advised that everything counts on your application; neatness, legibility, spelling, grammar and providing the information as requested are important points. Applicants who comply will be given consideration. At the same time, we have designed the application to facilitate your providing the information needed by utilizing multiple-choice or brief answers throughout the form. TYPE OR BLOCK PRINT your answers, except for your narrative, which must be typed.

- A. The application packet requires that some information be provided separately, However, it is to be considered as a whole in that when you sign the application you are attesting to the accuracy of all information furnished in connection with your application. Applications which are not signed and notarized will not be considered.
- B. All income information is to be provided on the Financial Aid Form of the College Scholarship Service of the College Board. If you are seeking other financial assistance, you will be required to complete this form by the Financial Aid Office of the school you will be attending.

The Financial Aid Form establishes whether you are emancipated. If your status requires that you complete the "Parents Information" sections of the Financial Aid Form, then, in addition to your signature on our application, your parent or guardian must sign it as well.

- C. All grade information is to be provided on your official transcript(s) from your high school or college(s). All applicants should request that the transcript show your SAT and/or ACT scores. YOU must request that your transcript be sent to us. We would suggest that you make this request as soon as possible in order for your transcript to arrive here to meet reporting deadlines. The mailing of transcripts does not carry a high priority in school offices but they should be able to get to it within the six-week period. For your protection, as you have no control over when your school will mail your transcript, we are requesting that you enclose a copy of your mailing receipt showing the date on which you made the request. If you did not cause the delay, we will wait a few extra days for your school to comply, if necessary.
- D. The Foundation urges you to evaluate the quality of education offered by the school of your choice, its course curriculum, and the electives you choose to make sure you will be able to receive the education you desire.
- E. To continue to be eligible for your scholarship:
  - (1) You must be enrolled as an undergraduate or graduate student in a college, university or graduate school or as a student in an accredited trade, business, professional, or technical college or school.
  - (2) You must maintain a grade point average commensurate with the averages required for other scholarship holders by the school attended (minimum of 2.0 GPA).
  - (3) You must arrange with your school that an official transcript of your grades be sent to us on a timely basis for the term of your scholarship. The Privacy Act prohibits either the school or the foundation from arranging this directly.
  - (4) You must work to pay part of your education expenses, during the school year or summer vacation
  - (5) If your scholarship is awarded because you have demonstrated financial need, you must continue to have financial need.
  - (6) You must have a Westbrook domicile address to apply and maintain your scholarship standing.

This application must be completed and returned, with all requested enclosures, by April 15.  
*Address:* SCHOLARSHIP APPLICATION, THE WESTBROOK FOUNDATION, INC.,  
P. O. BOX 528, WESTBROOK, CT 06498.

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F. You must complete the four mailing labels enclosed and return them with your application. Type the mailing labels, showing the information as outlined below:

- (1) The first label is for your use in returning your application by April 15 (per application). Please address:

Scholarship Application  
The Westbrook Foundation, Inc.  
PO Box 528  
Westbrook, CT 06498

- (2) The second label should be addressed to you at the address where you can be reached shortly after May 1. We will use these labels to send out the letters notifying you whether or not you will receive a Westbrook Foundation scholarship for the academic year beginning with the fall term of [year]. Please address:

Apr 15, [year of fall term]  
Your name  
Your address

- (3) The third label should be addressed to you at the address where you will be shortly after January 1, [year]. These labels will be used to send you our check, drawn in the amount of your scholarship. All Foundation checks will be mailed to you upon receipt and approval of your original transcript after January 1, [year]. Please address:

Your name  
Your address

- (4) The fourth label is an extra one in case of contingencies.

**DEADLINES:** The work of the Foundation staff is carefully planned throughout the year to meet all deadlines. In fairness to all, we must ask that you adhere to the deadlines given to you. In addition to the above, the letter of April 15 requires a response by June 10 from prospective scholarship recipients. In the event we have not received a response, we will assume your plans have changed so that you no longer need a scholarship and the scholarship we had planned to award you will be passed on to the next qualified candidate. Should any of your addresses change after you have given them to us, it is your responsibility to send us a new mailing label showing, for example, "Revised April 15, [year]," and your name and new address, or you should file a forwarding address with the post office.

**EXCEPTIONS:** Sometimes in spite of your best efforts, the post office may return your mailing for one reason or another. If this happens, please send your mailing on to us immediately in another envelope. The original envelope must be enclosed, unopened, showing a postmark by the deadline. You need not enclose a note of explanation.

If you want to be assured that we have received your mailing, you may either send it "certified mail--return receipt requested" or enclose a self-addressed postcard showing:

Date of Receipt: \_\_\_\_\_  
Received by: \_\_\_\_\_

We will fill it in and return it to you.

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- G. At least one letter of recommendation is required for all applicants. Recommendation letters should be written on the letterhead of the person making the recommendation (preferably an educator familiar with your academic standing), sealed in an envelope with the signature of the author written across the flap edge. Please pre-address these envelopes to yourself so that you can give them to the persons you ask for a recommendation, and include them, unopened, with your application.

In addition to the required letter, you may know others who would be in a position to write a letter of recommendation for you. Such other letters would be of help to our Board and you should feel free to include these letters, unopened, with your application, or have them sent to us directly.

- H. The application form is designed to accommodate applications for different types of scholarship. Some sections may request information which does not apply to you. Some sections may request information which you do not yet know; for instance, most freshmen do not know their school address, as requested in Section 4. In Section 6, we are requesting only the nature of the courses in which you plan to enroll. For instance, you may know you will be taking one history, one English, one marketing, and one political science course. You need not notify us of the specific courses you take unless they are a departure from the nature of the courses shown. To be sure you get the courses you need, we would suggest early registration.

We have provided a copy of the application form, which is both a worksheet and a copy for your records. The "envelope" application is to be returned to us, with your letters of recommendation, your completed mailing labels and your narrative statement.

FOUNDATION SCHOLARSHIPS ARE NOT AUTOMATICALLY RENEWED FROM YEAR TO YEAR. You must re-apply annually. Please send us a typed mailing label, showing "Scholarship Application" and your name and address, by [month/day/year] to receive an application in early January of [year] for the academic year beginning in the fall of [year].

We have tried to answer your questions regarding applying for a scholarship, to give you specific information concerning continuing eligibility and to give you the schedule we will follow throughout the coming months. We would suggest you keep these instructions with your copy of your application so that you can refer to it throughout the year. If you still have a question after reading this, you may call us at the numbers listed below.

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Joanne Marino-Murray, Chairman  
The Westbrook Foundation, Inc.  
[jmmurray@westbrookctfoundation.org](mailto:jmmurray@westbrookctfoundation.org)  
860-399-6122

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**PERSONAL INFORMATION**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Age:** \_\_\_\_\_ **Academic Year:** \_\_\_\_\_ **Sex:** M / F

**Your Permanent Address:** \_\_\_\_\_  
*Street Address* *Apartment / Unit #*

*City / Town* *State* *Zip Code*

**Home Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**I am a U.S. Citizen:** YES / NO

**If NO, I am a citizen of:** \_\_\_\_\_ **Alien Registration No.:** \_\_\_\_\_

**I am a previous Foundation scholarship recipient, from:** \_\_\_\_\_ **to** \_\_\_\_\_ **Amount Received \$** \_\_\_\_\_

**ACADEMIC INFORMATION**

**My declared major:** \_\_\_\_\_

During the academic year listed above, I will be attending college as a:

**Freshman (1)**  **Sophomore (2)**  **Junior (3)**  **Senior (4)**  **Other (specify)**

**Your School Name (if known)** \_\_\_\_\_

**Your School Address (if known):** \_\_\_\_\_  
*Street Address*

*City / Town* *State* *Zip Code*

**Phone Number:** \_\_\_\_\_

List schools to which you have applied for admission, by preference. Include full address with ZIP CODE.

**Name of School:** \_\_\_\_\_ **City / State / Zip** \_\_\_\_\_

**1:**

**2:**

**3:**

Does the school(s) you have chosen offer a bachelor/graduate degree in your major?

**1:** Yes / No

**2:** Yes / No

**3:** Yes / No

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FOR ALL APPLICANTS: I understand that I must notify The Foundation IMMEDIATELY, IN WRITING, if my plans for this academic year vary from the nature of the courses listed below. I understand that a change in my plans may make me ineligible for this scholarship.

<b>FALL SEMESTER/1st QUARTER</b> Nature of Course:                      Credit Hours.	<b>SPRING SEMESTER/2nd QUARTER</b> Nature of Course:                      Credit Hours.
<b>1:</b>	<b>1:</b>
<b>2:</b>	<b>2:</b>
<b>3:</b>	<b>3:</b>
<b>4:</b>	<b>4:</b>
<b>5:</b>	<b>5:</b>
<b>Total Credit Hours:</b> _____	<b>Total Credit Hours:</b> _____
<b>Tuition Costs:</b> \$ _____	<b>Tuition Costs:</b> \$ _____
<b>Fees &amp; Books:</b> \$ _____	<b>Fees &amp; Books:</b> \$ _____
<b>Room &amp; Board:</b> \$ _____	<b>Room &amp; Board:</b> \$ _____
<b>TOTAL COST THIS SEMESTER \$</b> _____	<b>TOTAL COST THIS SEMESTER \$</b> _____
<b>SUMMER SEMESTER/3rd QUARTER</b> Nature of Course:                      Credit Hours.	
<b>1:</b>	
<b>2:</b>	
<b>3:</b>	
<b>4:</b>	
<b>5:</b>	
<b>Total Credit Hours:</b> _____	
<b>Tuition Costs:</b> \$ _____	<b>Total cost for all semesters for my planned academic year.</b>
<b>Fees &amp; Books:</b> \$ _____	
<b>Room &amp; Board:</b> \$ _____	
<b>TOTAL COST THIS SEMESTER \$</b> _____	
<b>\$</b>	

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I have applied for other scholarship grants, loans or other forms of anticipated financial assistance as follows: (If not yet granted, mark (P) for pending and notify us when you have received response.)

1: \$  
2: \$  
3: \$  
**Total Other Assistance** \$

SCHOLARSHIP AMOUNT REQUESTED FROM THE WESTBROOK FOUNDATION FOR THIS ACADEMIC YEAR \$

**ACADEMIC RECORD**

**FRESHMAN APPLICANTS**

On (date) \_\_\_\_\_, I requested my Official high school transcript, including ACT & SAT scores, be sent to you by April 15. Copy of receipt is enclosed.

List high school activities in which you have participated stating position or Office attained, if any:

ACTIVITY	POSITION OR OFFICE ATTAINED
1:	
2:	
3:	
4:	

**UPPER CLASS & GRADUATE APPLICANTS:**

Other colleges you have attended:

<b>Name of School:</b>	<b>City / State</b>	
Credit Hours Required:	_____	<b>Degree</b>
Credit Hours Earned:	_____	<b>Major</b>
Credit Hours Needed:	_____	<b>Minor</b>
<b>Name of School:</b>	<b>City / State</b>	
Credit Hours Required:	_____	<b>Degree</b>
Credit Hours Earned:	_____	<b>Major</b>
Credit Hours Needed:	_____	<b>Minor</b>

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I am presently working towards degree in:

Credit Hours Required: \_\_\_\_\_

Credit Hours Earned: \_\_\_\_\_

Credit Hours Needed: \_\_\_\_\_

On (date) \_\_\_\_\_, I requested that my official college transcript(s) be sent to you by April 15.

Graduate students transcript should include GRE (graduate record exam) scores. Copy of receipt is enclosed.

List college activities in which you have participated stating position or office attained, if any:

**ACTIVITY**

**POSITION OR OFFICE ATTAINED**

1:

2:

3:

4:

<b>EMPLOYMENT HISTORY</b>				
Employment Dates <i>Most Recent First</i>		Employer Name Address	Title / Position	Hours Per. Week
<i>From</i>	<i>To</i>			
<i>From</i>	<i>To</i>			
<i>From</i>	<i>To</i>			

**ADDITIONAL INFORMATION**

On a separate paper, please provide a brief narrative outlining your interests and the area in which you plan to specialize upon graduation. For those seeking a graduate degree, please outline your reasoning for obtaining this degree in relation to your career goal. Please type your narrative.

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AFFIDAVIT (to be affirmed before a Notary Public)

Under the penalties of perjury, I do solemnly affirm that all information provided pertaining to this application, herein stated or provided separately, is true to the best of my knowledge and belief. Although confidentiality of information provided is expected of The Westbrook Foundation, I hereby authorize The Westbrook Foundation to investigate in any manner which it, in its discretion, deems necessary to determine the accuracy of the statements made in this application and my eligibility for aid. I accept the responsibility for notifying The Westbrook Foundation of any change from that stated in this application in my financial status, nature of course curriculum, change of school or career goal. I agree to make this notification immediately, in writing. I understand and agree that failure to do so may obligate me to return any scholarship granted to me by The Westbrook Foundation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Parent or Guardian  
*Required if Applicant is not Emancipated*

Affirmed before me and signed in my presence this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Affirmed before me and signed in my presence this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Signed) \_\_\_\_\_  
Notary Public

(Signed) \_\_\_\_\_  
Notary Public

\_\_\_\_\_  
County            State

\_\_\_\_\_  
County            State

My Commission Expires:

My Commission Expires:

\_\_\_\_\_  
Month            Day            Year

\_\_\_\_\_  
Month            Day            Year

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