



**Cypress Scholarship Program  
2018-19 Guidelines**

**Scholarship Information**

The Cypress of Hilton Head Island Scholarship Program was established in partnership with the Community Foundation of the Lowcountry by residents of the Cypress of Hilton Head Island to reflect the caring spirit that is present within the Cypress community.

The purpose of the Cypress of Hilton Head Island Scholarship Program is to assist qualified employees and/or dependents of employees who have shown significant academic and/or personal achievement and who plan to pursue a secondary education at an accredited school, college or university or are pursuing the completion of a GED program.

**Eligibility Criteria**

An employee applying for a CSP scholarship should:

- 1) Have completed one year of employment at the Cypress of Hilton Head Island;
- 2) Have maintained a good work and attendance record;
- 3) Have completed the scholarship application, including the required attachments;
- 4) Award is contingent upon continued employment at The Cypress.

An employee dependent applying for a CSP scholarship should:

- 1) Be the legal dependent of a Cypress of Hilton Head Island employee who meets the above qualifications;
- 2) Have completed the scholarship application, including the required attachments.

**Application Requirements**

1. A completed [online scholarship application](#).
2. Letter to the Cypress Scholarship Program Committee (approximately 500 words) explaining how this scholarship will assist the applicant in achieving academic and career goals, saved as a separate document **entered into the application**.
3. An official copy of the applicant’s most recent transcript(s) or explanation why a transcript is not available, **into the application via 3<sup>rd</sup> party email\* from a school counselor or teacher if applicable**.
4. Three recommendation letters completed by adult non-family members, **uploaded into the application via 3<sup>rd</sup> party email\* from each reference**

**\*If you need assistance with 3<sup>rd</sup> party emails, please call 843.681.9100 and ask for Debbie Cahoon.**

<b>Scholarship Type</b>	Undergraduate/Post Secondary	<b>How to Apply</b>	<a href="http://www.cf-lowcountry.org/scholarships">www.cf-lowcountry.org/scholarships</a>
<b>Award</b>	Varied, may have multiple recipients	<b>Deadline</b>	October 15, 2018 Spring 2019 (May 15 Fall 2019)
<b>Miscellaneous</b>	May be renewable up to 4 years for eligible students		

**Selection of Recipients**

The Scholarship Advisory Committee shall select recipients (subject to approval by the Community Foundation of the Lowcountry Board of Directors). Scholarship funds will be awarded to cover educational costs for: tuition/fees, room and board, and books. Specific costs to be covered will be at the discretion of the Scholarship Advisory Committee. Scholarships are awarded without regard to race, sex, religion, age, or national origin.

**Announcement of Scholarship Awards**

The Community Foundation of the Lowcountry will send an official award letter and related information to each recipient. A public announcement of scholarship recipients may be arranged by the Community Foundation of the Lowcountry. Recipients may be further recognized through Awards Day programs at their schools.

**Distribution of Scholarship Funds**

The Community Foundation will advise all scholarship recipients of the distribution method of scholarship awards and review the students’ responsibilities to the Scholarship Program they have been selected for. These responsibilities may include sending transcripts at the end of the year for renewable scholarships, and providing notification of all address changes or changes in student status or enrollment. In accordance with the Community Foundation’s policy, scholarship funds will be paid in the form of a check made payable to the college/school of the scholarship recipient. Checks will be mailed to the college/school. Notification of payment will be sent to the scholarship recipient.