

**CLARENCE SCHOCK FOUNDATION  
SCHOLARSHIP POLICIES AND PROCEDURES  
CLARENCE SCHOCK FOUNDATION SCHOLARSHIP PROGRAM  
Revised: August 1, 2004**

**I. VALUE AND USE.**

The Clarence Schock Foundation Scholarships having a monetary value of \$1,000.00 per year for up to four years are awarded to entering freshmen students by the following Pennsylvania universities: Cheyney University, Kutztown University, Millersville University, Shippensburg University, and West Chester University. These scholarships are funded by the Clarence Schock Foundation, Mount Joy, Pennsylvania, as a living memorial to Clarence Schock (1865-1955), the founder of the Clarence Schock Foundation and The SICO Company. The Foundation pays the scholarship money directly to each participating university to be applied to the university account of each student chosen by the university to be the recipient of a Clarence Schock Foundation Scholarship.

The Clarence Schock Memorial Scholarship having a monetary value of \$2,000.00 per year for up to four years is awarded to an entering freshman student by the Elizabethtown College, Elizabethtown, Pennsylvania.

The initial Clarence Schock Foundation Scholarship or a Clarence Schock Memorial Scholarship is awarded for one year and is renewable for up to three consecutive years provided the recipient remains a fulltime student in his or her university or college of initial enrollment and continues to satisfy the university Standards of Scholarship and Conduct as well as upon the availability of funding as determined by the Board of Directors of the Clarence Schock Foundation.

**II. ELIGIBILITY**

Any student who is applying for admission as a fulltime entering freshman at one or more of the five participating Pennsylvania universities may be considered by the respective university or universities for a Clarence Schock Foundation Scholarship provided the student's legal residence is in one of the following counties in Pennsylvania: Adams, Berks, Chester, Cumberland, Dauphin, Delaware, Lancaster, Lebanon and York, and provided the student is or will be a graduate of a secondary school in one of those counties. Residency within this *Clarence Schock Heartland* is required at the time of first admission and enrollment at one of the participating universities.

An entering freshman whose legal residence is outside the counties listed above may be considered for a Clarence Schock Foundation Scholarship provided the student is or will be a graduate of one of the following secondary schools in Pennsylvania: Shippensburg, Boyertown, Spring Ford or Williams Valley.

Factors to be considered by the university in selecting Clarence Schock Foundation Scholarship recipients shall include scholastic record and financial need as well as

personal attributes which may be significant to the university. No distinction shall be made on the basis of sex, race, or religion.

A high school student who plans to attend one of the participating universities as a full-time student after completing the junior year of high school may apply for a Clarence Schock Foundation Scholarship.

### **III. APPLICATION PROCEDURE**

Each participating university will have full responsibility for soliciting, receiving and processing applications for the Clarence Schock Foundation Scholarships in keeping with the university's regular policies and procedures for awarding financial assistance to students.

### **IV. NUMBER OF SCHOLARSHIPS TO BE AWARDED**

The number of Clarence Schock Foundation Scholarships to be awarded to entering freshmen, the monetary value of each freshman year scholarship and the distribution of those scholarships among the universities will be determined annually by the Board of Directors of the Clarence Schock Foundation. Updated information concerning Clarence Schock Foundation Scholarship policies and procedures will be forwarded each year to the participating Pennsylvania universities and Elizabethtown College and to the secondary schools whose students are eligible to apply for the Clarence Schock Foundation Scholarships. This information will also be available on the Foundation's website at [www.clarenceschockfoundation.org](http://www.clarenceschockfoundation.org).

The number of scholarships to be funded by the Clarence Schock Foundation for entering freshmen in September 2005 in each of the five Pennsylvania universities and Elizabethtown College is listed in Section IX.

There have been 3,812 original awards, but with the assignment of money to alternates because of dropouts, 4,174 students have received a full or partial Schock award. Since 1951, these needy and worthy young people have received scholarship aid in the amount of \$12,796,745.

### **V. REPORTS FROM THE UNIVERSITIES/COLLEGE TO THE CLARENCE SCHOCK FOUNDATION**

When any student is first reported to the Clarence Schock Foundation as a scholarship recipient, the university shall submit the following personal information concerning that recipient: name, home address, county, social security number, university class, course of study at the university, name of secondary school from which the student graduated and, when applicable, the name of the student to whom that scholarship had been awarded originally. It will be the responsibility of the university or college to inform each potential scholarship recipient that the Foundation requires the student's social security number as a condition of the award and to secure the student's cooperation with this practice.

The universities are required to submit to the Secretary of the Clarence Schock Foundation the following information concerning students receiving scholarships funded by the Clarence Schock Foundation:

- a. On or before October 1, the names and all required information for entering freshmen to whom the scholarships have been awarded.
- b. On or before October 1, confirmation of enrollment of the scholarship recipients for the first semester. Payment will then be forwarded to each university.
- c. On or before February 1, confirmation of the enrollment of the scholarship recipients for the second semester. Payment will then be forwarded to each university.

## **VI. NEWS RELEASES**

The Clarence Schock Foundation requires each university receiving funds for awarding the Clarence Schock Foundation Scholarships to make available each year photographs of the entering freshmen who receive those scholarships and to distribute the photographs with accompanying news releases to the news media in the geographic regions from which the students originate. Also, the universities shall provide the Clarence Schock Foundation with copies of the photographs and the news releases.

Each university will be responsible for making appropriate announcements to applicants and to secondary schools concerning Clarence Schock Foundation Scholarship awards which have been granted to students.

## **VII. INFORMATION IN UNIVERSITY AND COLLEGE PUBLICATIONS.**

University and college publications shall include the following information concerning the Clarence Schock Foundation Scholarships:

- a. As a memorial to Clarence Schock (1865-1955), founder of The SICO Foundation and The SICO Company, the Clarence Schock Foundation Scholarships, valid for up to four years, are awarded each year to a number of entering freshmen whose legal residences are in the following Pennsylvania counties: Adams, Berks, Chester, Cumberland, Dauphin, Delaware, Lancaster, Lebanon and York, provided the student is or will be a graduate of a secondary school in the same counties or will be a graduate of one of the following secondary schools in Pennsylvania: Shippensburg, Boyertown, Spring Ford or Williams Valley.
- b. Factors to be considered by the university in naming Clarence Schock Foundation scholarship recipients include scholastic record, financial need and personal attributes.
- c. Names of university offices from which interested students may seek information concerning applying for the Clarence Schock Foundation Scholarships.

## **VIII. ROLE OF SECONDARY SCHOOL GUIDANCE COUNSELORS.**

Secondary school guidance personnel will continue to have the opportunity to advise their students to contact the Admissions and the Financial Aid Offices at the universities

to seek information relative to applying for financial aid including the Clarence Schock Foundation Scholarships.

**IX. SCHOLARSHIP ALLOCATIONS**

The Board of Directors has approved the following number of scholarships to be awarded in the year 2005-2006.

<u>Clarence Schock Foundation Scholarships @ \$1,000/year</u>	
1. Cheyney University.....	8
2. Kutztown University.....	11
3. Millersville University.....	20
4. Shippensburg University.....	14
5. West Chester University.....	<u>14</u>
<b>SUBTOTAL</b>	<b>67</b>

<u>The Clarence Schock Memorial Scholarship @\$2,000/year</u>	
Elizabethtown College .....	<u>1</u>
<b>TOTAL</b>	<b>68</b>

The number of Clarence Schock Foundation Scholarships to be awarded to entering freshmen in subsequent years will be determined by the board of directors by November 1<sup>st</sup> of the prior year.

**X. ATTRITION**

The Board of Directors has approved a system of attrition effective with the freshmen classes entering the universities in the fall semester of the year 2004.

Under this attrition system, if a freshman entering in the fall semester of the year 2004 and beyond is granted a Clarence Schock Foundation Scholarship but does not matriculate or does not continue as a fulltime student, that scholarship may then be re-awarded to another eligible fulltime matriculating freshman student in the same entering class provided the scholarship is re-awarded not later than October 1 of that year. If the scholarship is not re-awarded by October 1, the scholarship funds will not be disbursed to the university but will be retained by the Foundation. In the event a scholarship recipient becomes ineligible to receive the scholarship after the October 1 deadline for re-awarding the scholarship to another student, the remaining funds in the scholarship will not be disbursed to the university but will be retained by the Foundation and the scholarship will not be reassigned.

The attrition program is not retroactive thus freshmen and alternates who entered in a fall semester prior to 2004 remain eligible for their scholarships under previous policies.

## **FREQUENTLY ASKED QUESTIONS (FAQ's)**

Question: How may a student lose a scholarship?

Answer:

- A. By failing to meet university standards either in scholarship or conduct.
- B. By failing to register at any one of the regular successive semesters, or terms, unless prevented by physical illness or serious accident requiring a doctor's care.
- C. By transferring to another university.
- D. By changing from full-time to part-time student.

Question: May a student who pursues a special curriculum in the public schools apply for a Clarence Schock Foundation Scholarship?

Answer: Yes, any student who is eligible to apply to one of the universities is also eligible to apply for a Clarence Schock Foundation Scholarship.

Question: May students who have graduated from high school in some previous year compete for a Clarence Schock Foundation Scholarship?

Answer: Yes, if they are applying for admission to the university as entering freshmen; not for advanced standing.

Question: May a holder of a Clarence Schock Foundation Scholarship transfer from one university to another?

Answer: A student may transfer but in doing so the scholarship is lost.

Question: May a student who lives at home use some of the money for commuting costs?

Answer: No. Money is paid to the university and is applicable only to university accounts.

Question: May a Clarence Schock Foundation Scholarship recipient accept other scholarships?

Answer: Yes.

Question: Do officials of the Clarence Schock Foundation have any part in the selection of scholarship winners?

Answer: No. This is the distinct duty of the university and no influence is exerted by Clarence Schock Foundation officials.