

**Indiana State Transportation Workers Foundation, Inc.**

**SCHOLARSHIP PROGRAM POLICY**

**Adopted August 31, 2017**

The purpose of the Indiana State Transportation Workers Foundation, Inc. (ISTWF) Scholarship Program is to provide financial assistance for education expenses to eligible dependent(s) of Indiana Department of Transportation (INDOT) employees who died in the line of duty.

**Who is eligible?**

Applicants must be a legal dependent of a deceased INDOT employee at the time of the employee's death, who has qualified for ISTWF Hardship benefits as a result of the INDOT employee's death in the line of duty. A legal dependent is defined as a natural child, legally adopted person, stepchild, or other person for whom the INDOT employee had assumed legal responsibility. In the case of INDOT employees with multiple eligible dependents, each dependent is eligible to receive a scholarship award. Dependents remain eligible for scholarship awards regardless of their age at the time of death of the INDOT employee. Application for the award should be submitted when the dependent enrolls in a 2-year or 4-year post-secondary college, university, or a vocational/technical school. No academic or need-based qualifications are required.

**What is the amount of the Scholarship Award?**

Annual scholarship awards of \$2500 will be awarded to eligible applicants who provide proof of current enrollment at a qualified 2-year or 4-year post-secondary college or university. Such college or university need not be in Indiana, but the applicant must be enrolled with the specific intention of earning a 2-year or 4-year degree. Each eligible dependent may receive an annual \$2500 scholarship award for up to, but not exceeding, 4 years (total of \$10,000) of their qualified post-secondary degree pursuit.

**What is the application process?**

Any dependent, as defined above, is eligible to receive a \$2500 annual award. The eligible applicant must complete the ISTWF Scholarship application and submit it, along with proof of enrollment, to the ISTWF Scholarship Committee. The ISTWF may require dependent status verification documentation, such as birth certificate, adoption papers, court order, etc., to establish legal dependency. A separate application and proof of enrollment will be required for each year that a qualified dependent applies for a scholarship. Applications may be submitted at any time before or during the school's academic period, as long as proof of enrollment at the school for that period is provided.

Applications and required documentation should be submitted via regular mail to:

**ISTWF  
Attn: Scholarship Committee  
7260 Shadeland Station  
Indianapolis, Indiana 46256**

Applications and required documentation may also be submitted via e-mail to: **ISTWFoundation@gmail.com**

However, any requested supporting documentation that is to be certified (i.e. birth certificates, marriage certificates, etc.) MUST be submitted via regular mail to the address listed above.

Please note that all applications and supporting documentation become the property of the ISTWF Scholarship Committee upon their receipt. It is recommended that you keep a copy of your entire application package for your files.

Within 15 days of receipt of the application and supporting documentation, the ISTWF Scholarship Committee will review and make their decision. Applicants will be notified by phone or e-mail of the Scholarship Committee's decision.

**How are the awards paid?**

Awards will be paid directly to the college or university for the benefit of the applicant. No awards shall be paid directly to the applicant or his/her parent/guardian.

**What costs are eligible to be covered by the scholarship award?**

Proceeds of the scholarship may be used to cover expenditures associated with tuition, books, university/college approved lodging, meal plans, or other fees and expenses collected by the college or university in association with the applicant's pursuit of his/her degree. As the scholarship is paid directly to the school, the school ultimately will decide the allocation of funds.

**How will questions of eligibility be settled?**

The ISTWF Scholarship Committee is solely responsible for determining eligibility for any Hardship Program benefit(s) and all decisions of the ISTWF Scholarship Committee are final.