

2025 Renewal Form and Instructions

G. L. & Elsie H. Downing ◦ Katie DeSpain ◦ Matt Stahl
Pat Moore ◦ William G. & Rosemary Reetz ◦ Walden Scholarships

FOR EXISTING RECIPIENTS, ONLY

Please read and understand before continuing. YOU are ultimately responsible for ensuring that your application is complete, and that ALL required materials are submitted no later than the deadline stated. By submitting your application as early as possible will give us an opportunity to contact you if materials are missing. But, submission in the final few days may not provide enough time.

For renewal, you are not required to provide tax return information. The section for additional financial aid anticipated on Page 2 is only required from those who have been receiving payments from the Downing Scholarship. Please note that the information requested on this form, and the other items required to be submitted with it, must be received in our office by the deadline stated.

The attached renewal form is shared by the six scholarship programs listed above. Answer all questions as completely as possible. If you have questions, contact the Foundation office by sending an email to hfound@att.net, or by calling (606) 563-9333. We will be able to respond more quickly to emailed inquiries.

ELIGIBILITY: You must not have already completed or attended four years of college, during which you received scholarship payments for each term in those four years. Scholarships might not be available for post-graduate studies: check each scholarship program's specific conditions. Applicants must be attending or planning to attend, an accredited U. S. college or university, as a full-time student. Your cumulative grade point average, at the end of the current school year, must be 2.5 or better for all programs other than the Walden Scholarship, which requires a 2.8. Recipients of the Downing and Walden Scholarships must meet county residency requirements (If you are uncertain about this, please contact us.)

SUBMISSION DEADLINE: Completed renewals (the attached 2-page form, plus all of the additional materials required) are to be in the Foundation office at 135 West Second Street, Suite 1A, Maysville **no later than 5:00 P.M. on Friday, May 9, 2025.** Your renewal may also be mailed to us at P.O. Box 208, Maysville, but allow adequate time for delivery.

ATTACHMENTS: Pay careful attention to the section on Page 1 that lists additional information that must be submitted in order for an application to be considered complete.

AWARDS: Scholarships are awarded for one-year periods, and are paid directly to the recipient's school, in substantially equal payments, prior to each term. Past recipients must reapply to retain their scholarships.

COMMUNITY SERVICE REQUIREMENT: Since this is a community-based scholarship, each recipient selected must complete 10 hours of community service, during the following year, in order to reapply for their scholarship the following college year. Service will be documented on our Community Service Report Form, and the form submitted with or before the renewal application. That form is provided with this application package. More information, and additional forms, are available on our website, hayswood.org.

2025 Downing, DeSpain, Stahl, Moore, Reetz, and Walden Scholarships

FOR EXISTING RECIPIENTS, ONLY

GENERAL INSTRUCTIONS

- Complete this form by typing, or clearly printing in ink. If you have questions send an email to hfound@att.net, or call (606) 563-9333.
- Write only on the front of the application sheets, and on the front of any attachments. Information on the back of sheets may be missed when making copies for evaluation. If additional space is needed, indicate on the application that separate sheets are attached, and indicate on attached sheets the section of the application that is being supplemented.
- The applicant's name must appear on all supplemental information attached to or accompanying this application.

INFORMATION TO BE PROVIDED WITH THIS FORM

1. Provide your unofficial college transcript with this renewal, if you have not already provided an up-to-date copy to the Foundation. If you are approved to continue receipt of your scholarship, a copy of your official transcript will be required as soon as it is available.
2. Your completed community service hours report, if you haven't already submitted it to our office.
3. A copy of your Financial Aid Award Letter from the college that you plan to attend.

PERSONAL INFORMATION OF APPLICANT

Name: _____ College Student ID No.: _____

Home Address: _____ Email Address: _____

Home Phone Number.: _____ Phone number where you can be reached at college: _____

Current enrollment status: () Undergraduate in _____ year of study; () Graduate or professional studies; () Not currently enrolled.

Name of the college or university that you will be attending in the upcoming school year, if different from previous school year. Also, indicate your major area of study. _____

Will you be graduating after the upcoming fall term and your plans following graduation? _____

**Downing / DeSpain / Stahl / Moore / Reetz / Walden
Scholarships 2025 RENEWAL**

List grants or scholarships not indicated in your Financial Aid Award Letter. This would include other local scholarships not yet reported to your college of choice.

SOURCE OF ASSISTANCE	INDICATE IF AWARDED OR APPLIED FOR	AMOUNT AWARDED (IF APPLICABLE)
		\$
Total of Other Assistance		\$

As an applicant for a Hayswood Foundation scholarship, I certify that the information I have provided on this renewal form is correct to the best of my knowledge. I understand that my submission of this application in no way guarantees that funds will be awarded, or the amount of the award should I be selected. If selected, I understand that (1) I may attend the college of my choice, provided the institution is accredited and located within the United States; (2) all scholarship funds awarded will be paid directly to my college, to be applied toward my expenses under the college's normal procedures for the administration of scholarships (The Foundation reserves the right to reclaim any funds which remain unused at the end of the school year, or consider the amount of those unused funds in determining the amount of any future awards.); (3) I must submit a copy of my grades to the Foundation at the completion of each semester, as well as evidence of my enrollment for the subsequent semester; (4) If a recipient of the G. L. & Elsie H. Downing Scholarship, I must disclose to the Foundation any additional financial assistance received following the submission of this application (The Foundation reserves the right to reduce the amount of any Downing scholarship awarded should the recipient receive additional funds from other sources.); (5) the Foundation reserves the right to cancel any scholarship for failure of a recipient to meet academic requirements, or because of a recipient's unlawful conduct; and (6) selection as a recipient for the upcoming school year does not guarantee funding for any subsequent year.

I authorize the release of my academic and financial aid information to Hayswood Foundation, Inc.

Signature of Applicant

Date _____

Have you remembered to do the following?

- ☐ **Review all information on the application for accuracy.**
- ☐ **Place your name at the top of Page 2 and on each piece of supplemental information accompanying this renewal form.**
- ☐ **Provide a working email address on Page 1** (You need to monitor your email after submission for messages from us regarding our additional needs, or about application omissions that must be corrected.)
- ☐ **Provide copies of all college transcripts** (Unofficial transcripts are sufficient at this time. If your scholarship is continued, you will be required to provide an official transcript that has your final semester grades recorded.)
- ☐ **Provide your completed community service hours report, if not already submitted to our office. These are due by the due date of this renewal form.**
- ☐ **Provide a copy of your Financial Aid Award Letter from the college that you will be attending.**
- ☐ **Sign the application near the bottom of Page 2.**
- ☐ **Arrange for the delivery of your renewal application to our office, along with all other required information, before this year's **deadline of 5:00 p.m. on Friday, May 9, 2025.****

Academic Year: _____

Scholarship Community Service Hours Report Form

Ver. 12/2024

Check One: ☐Downing ☐DeSpain ☐Stahl ☐Hedges-Barnett ☐Moore ☐Ruble ☐Reetz ☐Browning ☐Walden

Print Name (*sign below*): _____

10 hours of community service are required as a condition of receiving a Hayswood Foundation scholarship, and in order to reapply to retain that scholarship. Explain in detail, below, the service performed and persons or group benefiting from the service.

Date	Service Site	Detailed Description of Service, and Who Benefited from Service	No. Hours
Agency & Agency Representative (please print)		Agency Representative Signature	Agency Phone No.
Date	Service Site	Detailed Description of Service, and Who Benefited from Service	No. Hours
Agency & Agency Representative (please print)		Agency Representative Signature	Agency Phone No.
Date	Service Site	Detailed Description of Service, and Who Benefited from Service	No. Hours
Agency & Agency Representative (please print)		Agency Representative Signature	Agency Phone No.

I certify that the above information is correct to the best of my knowledge.

Student Signature: _____ Date: _____

Hours (*this sheet*): _____

Total Hours Submitted: _____

Scholarship Community Service Requirement

Requirement Basics

Recipients of scholarships administered by Hayswood Foundation, Inc. are required to complete 10 hours of community service. Information about service activities completed must be logged on the report provided by the Foundation, and submitted to the Foundation office as proof of compliance. Completion of the hours and submission of the report are required for a scholarship to be considered for future renewal. Recipients with no future years of eligibility remaining are also expected to complete the service hours as a condition of being a current recipient.

Qualifying Activities

There is no set list of activities that qualify, simply a hope that they will involve services designed to improve the quality of life for the general public, or for solving problems related to public needs. These will be activities performed as a volunteer. Certainly, we would like for your volunteer work to be done in your home community. However, we understand that you may have more opportunities to pick up hours at activities occurring where you are studying.

Completion Time Period

If you are doing this as a requirement to reapply for your scholarship for the following college year, your service may be completed at any time from May 1st up to the due date for your renewal application (It is urged that you submit your renewal application and complete your hours as soon as practical.). If this is your final year to receive a scholarship, and you will not be reapplying, we ask that you complete your service hours by April 15th.

Report Submission

Completed community service activities must be reported on the form provided by the Foundation, which is available on our web site, www.hayswood.org, or can be obtained by emailing a request to hfound@att.net. You may submit reports at any time during the completion time period, even if for only a portion of the 10 hours required. Reports may be mailed or delivered to our office at 135 West Second Street, Suite 1A, Maysville, KY 41056. They may also be scanned and emailed to hfound@att.net. Be sure to keep a copy for your records, in the event that resubmission is necessary.