



The Cory L. Richards Memorial Scholarship Program

THE PROGRAM

The Guttmacher Institute has established a scholarship program in memory of Cory L. Richards, a visionary leader in the field of sexual and reproductive health and rights. A passion for mentorship and an unstinting commitment to developing new leadership—both within the Institute and across the field of sexual and reproductive health and rights—were hallmarks of Cory’s nearly four decades at the Institute. In that light, this scholarship seeks to nurture the development of future leaders by providing financial support to excellent students who are seeking advanced degrees in the disciplines of public health or public policy, and who plan to devote their careers to advancing public policy related to sexual and reproductive health and rights. Scholarships are offered each year for full-time graduate study at an accredited institution in the United States.

This scholarship program is administered by Scholarship Management Services®, a division of Scholarship America®. Scholarship Management Services is the nation’s largest designer and manager of scholarship and tuition reimbursement programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, age, gender, disability or national origin.

ELIGIBILITY

Applicants to The Cory L. Richards Memorial Scholarship Program must -

- Be entering or currently enrolled full-time in an accredited graduate-level program for the entire upcoming academic year.
- Be pursuing an advanced degree (either Masters or Doctoral) in Public Policy or Public Health.
- Have a minimum grade point average of 3.0 on a 4.0 scale (or its equivalent).

AWARDS

If selected as a recipient, the student will receive an award of \$15,000 (U.S.). One (1) award will be granted each year. Awards are not renewable. Past recipients may not reapply.

Awards are for graduate study only.

APPLICATION

Interested students must complete the application in English and mail it along with a current, complete transcript of grades and any other required documents to Scholarship Management Services postmarked no later than **March 27**. Grade reports are not acceptable. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken. Applicants will receive acknowledgment of receipt of their application. If an acknowledgment card is not received within four weeks, applicants may call Scholarship Management Services to verify that the application has been received.

Due to differences in educational systems, applicants from countries other than the U.S. and Canada must provide the following materials:

- English translations for all non-English documents
- Clear photocopies of their academic record (transcript of grades) for all higher education course work completed

Applicants are responsible for gathering and submitting all necessary information. Instructions for U.S. and Canadian students to assist in completing the Financial Data section of the application are found below. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by Scholarship Management Services.

SELECTION OF RECIPIENTS

Scholarship recipients are selected on the basis of academic record, demonstrated leadership and participation in school and community activities, honors, work experience, personal essay, and an outside recommendation. In keeping with the Institute's and Cory's commitment to equalizing opportunity, priority will be given to those students with a demonstrated financial need.

Selection of the recipient is made by Guttmacher Institute. All applicants agree to accept the decision as final.

Applicants will be notified in late-May. Not all applicants to the program will be selected as recipients. Nonrecipients may reapply to the program each year they meet eligibility requirements. Past recipients may not reapply.

PAYMENT OF SCHOLARSHIPS

Scholarship Management Services processes scholarship payments on behalf of Guttmacher Institute. Payment is made in equal installments on August 15 and December 30. Checks are mailed to the recipient's home address and are made payable to the school for the student.

OBLIGATIONS

Recipients have no financial obligation to the Guttmacher Institute. They are, however, expected to complete a short essay at the end of the academic year describing how the scholarship has helped them pursue their goal of working in the field of sexual and reproductive health. They will also be invited to spend one full day each in the Institute's Washington, DC, and New York offices to meet the Guttmacher Public Policy team and Board of Directors; the Institute will cover the full cost of these visits.

Applicants are required to notify Scholarship Management Services of any changes in address, school enrollment, or other relevant information and to send a complete transcript when requested.

REVISIONS

The Guttmacher Institute reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time including termination of the program.

ADDITIONAL INFORMATION

Questions regarding the scholarship program should be addressed to:

The Cory L. Richards Memorial Scholarship Program

Scholarship Management Services

One Scholarship Way

Saint Peter, MN 56082 U.S.A.

Telephone: (507) 931-1682

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**Scholarship
Management
Services**

INSTRUCTIONS FOR COMPLETING THE FINANCIAL DATA SECTION OF THE APPLICATION

The Financial Data section of the application should be completed by parents, guardians, **or** by the applicant, if independent. Independent is defined as one who is **not** claimed as a dependent by the parent/guardian for tax purposes. Information should be from a completed tax return or based on estimated information to be filed with the IRS/Revenue Canada.

1. **State/Province of residence** is the state/province where the parents and/or (independent) applicant reside and pay state/province income tax.
2. **Adjusted gross income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law. For Canadian applicants, report Taxable Income (both parents), if applicant is a dependent.
3. **U.S./Canadian total federal tax paid** includes the total amount of **federal** income tax to be paid. This is **not** the amount withheld from paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do **not** report state/province income tax.
4. **Total income** of parent(s) should be reported individually for both parents if applicant is a dependent student, or by the applicant if independent. If applying as a dependent student, provide information for both natural parents, when possible. **If the student resides with only one parent**, financial information **must** be received from the parent who claims the child as a dependent for tax purposes. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or claims the student as a dependent, or the student is included in the spouse's benefit plan. **If necessary, two Financial Data sections may be submitted by the student.** A copy of the Financial Data section may be made in order for one to be completed by each parent.
5. **Untaxed income and benefits** (For U.S. applicants only.) include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.
6. **Medical and dental expenses** include only those expenses not paid by insurance. Do not include premium payments.
7. **Total cash, checking, savings, cash value of stocks, etc.**, include liquid assets that can be used for educational expenses. **Do not include** IRA, 401k, RRSP, or other retirement plan funds.
8. **Total number of family members** living in the household and primarily supported by the reported income may include:
 - the applicant and spouse (if applicable)
 - the applicant's parents
 - other children living in the household
 - dependent college students living away from home
 - other people who live in the household and receive more than half of their support from the reported income

Independent students should only report those individuals who are supported by the reported income.
9. **Marital status** is the current status of the person from whom the financial information is submitted.
10. **Of the total number of family members on line 8, number of students attending college** includes family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Include the applicant in this number. Do not include parents.

NOTE: Any exceptions to providing financial information as instructed above must be submitted to Scholarship Management Services in writing.