



WESTMINSTER COLLEGE

THE CRANSHAW AND PIPER SCHOLARSHIPS AT WESTMINSTER COLLEGE

Guidelines, Procedures, and Recommendations for Applicants

Thank you for your interest in the Cranshaw & Piper Scholarships for study abroad at Westminster College. Please read thoroughly this information regarding the guidelines and procedures for these scholarships. Contact the Office of International Programs regarding your questions and meanwhile, we'll look forward to receiving your completed application in the New Year. Thanks again & good luck!

1. Students applying for the 2011-2012 Cranshaw or Piper Scholarships are responsible for meeting all deadlines. Be sure that others providing supplemental materials—the Registrar, the faculty member writing a recommendation, and the foreign language instructor certifying your ability (where applicable)—have sufficient time to generate and deliver the necessary documents.
2. Applications for the Cranshaw and Piper Scholarships consist of eight (8) parts:
 - The application form (Cranshaw/Piper Application, 2 pages),
 - Professor's Recommendation – (1),
 - Student Authorization Form,
 - Registrar's Evaluation & (*unofficial*) transcript,
 - Foreign Language Instructor's Certification (if applicable),
 - 750-word essay describing your plans and reasons for studying off-campus, and
 - One-page resume

It is your responsibility to check with the Office of International Programs to ensure that all elements of the application are submitted on time.

3. Deadlines and Procedures:
 - **Applications for the Cranshaw and Piper Scholarships must be completed no later than Wednesday, January 26, 2011.** Applications and all supporting materials should be turned in to Tonya Veltrop, Director of International Programs (Westminster Hall #146).
 - The Faculty Committee on Scholarships and Recognitions will review the applications within two weeks of the above date and issue as many or as few invitations for interviews as it sees fit. Ideally, interviews will take place in the last week of January or during the first week of February.
 - Applicants will be notified in writing of the results of the scholarship competition.
4. Selection Guidelines for the Cranshaw and Piper Scholarships:
 - **The Cranshaw Scholarship, valued at approximately \$15,000, can be used for study only in the United Kingdom.** The recipient is expected to study at an approved institution in the United Kingdom for one academic year. PLEASE NOTE: This scholarship award for the 2011-2012 academic year is contingent upon availability of funds. All applicants for this scholarship will receive notification of those funds once information is available.
 - **The Piper Scholarship, valued at varying amounts usually between \$3000 - \$9,000, can be used for study anywhere in Europe or in the United Kingdom.** Preference will be given to a student wishing to study in a language other than English. Previously, the scholarships were awarded to students who planned to study abroad for an entire year. As the committee reserves the right to divide the scholarship between several students, study programs may also be one semester in length.

Selection Guidelines for the Cranshaw and Piper Scholarships (cont'd):

- Funds from the Cranshaw and Piper Scholarships can be used for tuition, housing, food, travel to and from United Kingdom/Europe, class related travel, books, and incidental expenses related to academic matters. Scholarship funds cannot be used for recreational travel. Funds not expended for approved costs will revert to the Cranshaw/Piper Scholarship endowments.
- Preference will be given to students who will be juniors during the study abroad experience. Students who will be sophomores and seniors while abroad are, however, eligible to apply.
- Students who accept either the Cranshaw or the Piper Scholarships will be required to sign a form indicating that they intend to return to Westminster College to complete their degrees. In the event that a student does not return, the scholarship will be regarded as a loan and will be subject to repayment.

Acceptance of the Cranshaw / Piper Scholarships

Recipients of either the Cranshaw / Piper Scholarships for an academic year or semester, as determined by the committee, should agree to the following provisions:

1. The scholarships will be used for study at an accredited university in the United Kingdom or continental Europe during the appropriate academic year or semester. During that time, students should agree to pursue a minimum semester-long course of full-time study approved by the Director of International & Off-Campus Programs at Westminster College.
2. Funds provided by these scholarships will be used for: tuition, housing, food, travel to and from the United Kingdom or Europe, travel expenses incurred in conjunction with course-work, books, and other incidental expenses related to studying abroad. Scholarship funds cannot be used for recreational travel.
3. Expenses will be billed to the Business Office at Westminster College which will pay the amounts due directly. The college will advance money for food at the rate of eighty-percent of the on-campus charge for board. Additional expenses will be paid on the presentation of receipts.
4. Upon acceptance of these scholarships, the scholarship recipients should write a letter of thanks to the donor and provide a copy of said letter to the Director of International & Off-Campus Programs at Westminster. The College and the donor(s) should be apprised of activities while in the United Kingdom or Europe via letter or e-mail.
5. Scholarship recipients become representatives of Westminster College and should agree to conduct themselves accordingly, and should of course, respect the laws of the country in which they live and / or travel. Should students return early to the United States as a result of disciplinary action by their university or legal action in the host country, the provisions for repayment set forth below will apply.
6. At the end of the academic term covered by these scholarships, students should agree to return to Westminster College to complete their degrees. Failure to do so for other than certifiable medical reasons or personal reasons acceptable by the Dean of Faculty and the Director of International & Off-Campus Programs will result in the scholarship becoming a loan repayable to Westminster College.
7. After having the opportunity to study abroad and upon return to campus, scholarship recipients shall assist the Director of International & Off-Campus Programs in promoting these scholarships and study abroad opportunities through peer advising to fellow students at Westminster College. (Selected students shall serve as "official" Peer Advisors coordinated through both the Director and the recipient of the Cranshaw Scholarship.) Promotion events can include, but are not limited to articles in The Columns, presentations to students, faculty, and staff, e-mail campaigns, and blogs, etc.

The Office of International & Off-Campus Programs
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