

IPC Scholarship Application Guidelines

Applying for a scholarship is not a hard task, but there are some important items that you should have ready to submit when you apply. Below are the five (5) requested application materials:

1. *Scholarship Application Form* - These forms will probably require you to submit detailed information about yourself, such as your contact information, education history, personal background, health history, fitness history, fitness level and movement ability, etc. Make sure you follow the scholarship providers' rules about filling out the application forms. Sometimes you will have to make several copies of each application form when applying; for example- *copying* your 'Scholarship Application, PDF Form' and *pasting* it to a 'WORD' doc. And then after completion convert the 'Word doc.' back to an Adobe PDF file to send via e-mail, or print a hardcopy to send via postal mail, plus maintaining a hard copy for your personal files.
 - a. Review your scholar application in its entirety prior to filling it out.
 - b. Type out your responses in 12-point, 'Times New Roman' font.
 - c. Sign and date all documents; for your electronic signature use your main phone number followed by your birth date, for example; 703-745-2837-12-29-53. This will be your permanent **IPC Identification Number**
2. *Education Transcripts* - Even if the scholarship you are applying for does not require you to have 'Education Transcripts' or a certain grade point average, many scholarship providers still like to see your most recent education records (high school, college or vocational training courses). This will give them the opportunity to see how well you have done in a learning environment, your attendance record, class schedule, courses completed are indicators of how you work in a formal education situation.
3. *Financial Documentation* as proof of 'Most in-need' qualification. IPC requires scholar applicants to submit some form of financial documentation to prove financial need assistance. You may choose to submit;
 - a. a copy of your most recent federal Tax Return
 - b. 12 months of Bank Statements
 - c. a 'Free Application for Federal Student Aid'.If you chose to submit tax or bank records as proof of need, you **MUST** delete or mask any and all Bank account #s, SS#, EIN# and personal expenditure recordings. The 'FAFSA' option is available at www.fafsa.ed.gov or by calling 1-800-433-3243.
4. *Recommender Form* - Most scholarship providers require their applicants to submit a few letters of recommendation for their scholarships or for entrance to their school(s). As a starting point for gathering those necessary letters, here is the 'who, what, where and why' of recommendations:
 - a. **WHO**' should you get a letter of recommendation from? Administrators want some outside perspectives about the students who are applying for their scholarships. You may be tempted to ask a family member or a friend, but don't. Choose a teacher, employer, coach or some other professional associate, as this person will be able to more objectively and honestly write about your strengths and qualifications (and therefore more credible).
 - b. **WHAT**' topics your letter(s) of recommendation should cover. Ask the letter writer to address his/her relationship to you, your strengths, and why he/she feels you would be deserving of the scholarship. The recommender can give examples of challenges he/she has seen you overcome, significant achievements you have made, and initiative you have taken. Give the person who is recommending you

plenty of time to write the letter. If he or she feels rushed, the letter of recommendation might not be as well thought out.

- c. 'WHERE' should the letter of recommendation be sent? The IPC scholarship committees prefer that the letter writer send in the letter of recommendation separately from your 'Scholar Applicants' packet, to ensure that the student did not manufacture his/her own letter. It is the student's responsibility to confirm that the recommender has sent his/her letter to IPC within 30 days of your 'Scholar Applicants' packet submission. Incomplete scholarship application packets will not be considered and 'Scholar Applicants' are not allowed to reapply within the same calendar year.
 - d. 'WHY' do you need to submit a letter of recommendation? Most scholarship providers and college admission offices want some outside perspective about the student who is applying for their scholarship or admission to their school. Besides, you may be able to use this letter for future opportunities. Letters of recommendation are a great way to showcase your talents and abilities for continued education admissions, internship positions, job references, marketing strategies and web site additions. An outside perspective that acknowledges your accomplishments and strengths can go a long way toward convincing an organization that you are worthy of their investment in you.
5. *Essays* - The essay section of the application is very important. It gives you the opportunity to voice your opinions, point out your strengths, distinguish yourself from the other applicants and define who you are and what you do. Look on the bright side: You may spend a lot of time writing those essays now, but you will build up a reservoir of essays that you might be able to use for future applications, classes, marketing, etc.

You've filled out your Scholarship Application Form, collected letter(s) of recommendation, obtained documents and records; now comes the part of the application process many students dread the most - the *Essays*. Most scholarships require writing essays. IPC scholarships are evaluated and awarded based on 1) the applicant's past accomplishments, 2) current financial needs, 3) probability of successful completion of the IPC education course and 4) prospective contributions to society. The quality and creativity of the essay component address the last two considerations for a scholar award. You have nine (9) opportunities to convince the IPC scholarship committee that you are their best candidate for a scholarship. If you feel overwhelmed use this basic writing process to help you get started on your essays:

Brainstorm ideas; use whatever method lets your ideas flow most freely. It often helps to bounce your ideas off someone else and get that person's feedback. Use the essay questions as an opportunity to tell us your story.

Outline ideas; make an outline of the structure of your essay and then develop each idea (and sentence) separately. Make sure you answer each essay question thoroughly – remembering that some essay questions have multiple parts. If you use any outside sources in your essay, be sure to give credit to the original author(s).

Review your work; have at least one person proofread your finished essay. Be sure to go back and make any necessary corrections.

Writing 9 essays to receive a scholarship is like running a marathon and may be as frustrating as performing a Pilates exercise with precision, particularly if you are naturally gifted in movement and not in writing. Keep in mind, however, that scholarship providers ask for essays so that they can see each applicant's individual perspective, ability to communicate a coherent line of thought and make a convincing argument which are necessary traits of a successful Pilates professional. Use your essay as a tool to make sure that the scholarship provider sees your strengths and talents, especially those abilities that aren't obvious from an application form or transcript. Your essay can be a chance for you to stand out from the crowd of applicants - and increase your chances of receiving a coveted International Pilates College scholarship!

Tip: FOLLOW ALL DIRECTIONS

Tip: START YOUR APPLICATION WITH A "THANK YOU" COVER LETTER

Tip: ANSWER THE "MAIL"

While this seems obvious, you must construct your application to make it EASY for the scholar award selection committee to see that you have provided every thing that was required.

Provide items in the order that they are listed in the application, perhaps with a table of contents. If possible, do not mix different items on the same page.

Tip: ADD EXTRA ITEMS TO YOUR APPLICATION

Be creative to find ways and things that present you in a positive light to the selection committee.

Tip: PERSONALIZE LETTERS OF RECOMMENDATION?

When you ask your recommender to write a letter of recommendation you may decide to ask them to address it to the IPC selection committee or a specific person that is administering the application process.

But, this will also limit your letter's future use.

Perhaps submit two versions of the same letter?

TIP: Get three letters of recommendation to choose from.

This gives you a choice which one to send in a specific application.

You may decide to send all of them.

TIP: PROOF READ ALL MATERIALS and NEATNESS IS A MUST

Please use spell check and correct grammar.

Correctness and neatness become the first elimination rule when reviewing applications.

TIP: SUBMIT YOUR APPLICATION IN A CLEAR PLASTIC FOLDER

Now that your application is complete, the final tip is to place all of your items in a clear plastic folder, with a slide locking binder.

I like the cheap clear ones so that your "Thank You Cover Letter" is on top.

TIP: Include a wallet size picture of yourself in the packet.

This is a tip that conveys you took the interest to make this application special.

Spelling and Neatness Counts! Remember to proofread your applications and essays!

Check List

- Complete your 'Scholarship Application Form'
- Sign and date your completed form
- Assemble both of your required documents
- Write 9 Essays
- Petition a professional to complete the 'Recommender Form' and letter
- E-Mail your documents to: pilatescollegeinc@gmail.com
 - Your letter of Introduction
 - Attachments
 - Scholarship Application Form
 - Education Transcript
 - Financial Records
 - 9 Essays

OR (mail the above to; 1130 North Ogden Drive, LA, CA, 90046)

- Confirm that your 'Recommender' has sent his/her material via postal or e-mail
- Contact IPC to confirm delivery and schedule a personal interview.

GOOD LUCK!