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PO Box 346, Ardmore PA, 19003

Tel: 610.645.1893

Email: lmtsf@lmsd.org

November 2023

To: **Renewal** Scholarship Applicants

From: The Lower Merion Township Scholarship Fund

Subject: Instructions for RENEWAL Application for 2024-2025 Academic Year

ELIGIBILITY: To be eligible to receive an award from the Scholarship Fund, you must have graduated from or be a graduating senior of Harriton or Lower Merion High Schools, have been a resident student in the Lower Merion School District for four years, and remain a full-time undergraduate student for the duration of the grant. Applicants must also demonstrate a financial need based on financial information and documentation submitted with his/her application, in order to be considered for a grant. (Need is determined by an independent financial consultant.) Grants are not automatically renewed annually. Applicants may reapply for a grant renewal, for a maximum of eight semesters.

PLEASE READ ALL INSTRUCTIONS CAREFULLY. All forms must be completed and returned to the LMTSF office by February 23, 2024. Due to an ever-increasing number of applicants, we must hold fast to our February 23rd deadline. If you have questions concerning our instructions, please contact LMTSF administrator, Mary Donoghue, at donoghm@lmsd.org or 610-645-1893. If you do not follow these directions, we will not be able to process your application.

**INSTRUCTIONS FOR COMPLETING**

**Lower Merion Township Scholarship Fund**

**NEW APPLICATION**

1. The **LMTSF** **RENEWAL** **Application** forms and instructions must be downloaded from the LMTSF website, [www.lmtsf.org](http://www.lmtsf.org), under the “Apply” tab. **Applications must be completed using a computer**. Handwritten applications *will not* be accepted. Please refer to the checklist provided to ensure completion:

* Completed **Renewal** **Application Form** for 2024-25 Academic year.
* **Family Finance Summary form and 2022 tax documents**: **Family Finance Summary form** must be downloaded from the LMTSF website, [www.lmtsf.org](http://www.lmtsf.org), under the “Apply” tab. (Form must be completed using a computer.) Please also provide copy of **BOTH** parent(s)’ **2022 Federal Tax Return** (with supporting Schedules and W-2’s, if applicable).

\*If biological or adoptive parents are divorced, separated, or are no longer living in the same household, a 2022 Federal Tax Return must also be included for the noncustodial parent. Please also include child support/alimony for the non-custodial parent. If for any reason it cannot be provided, please include a letter stating the reason and circumstances with your application.

**All financial documentation is kept confidential and provided ONLY to the outside financial consultant in order to determine financial need.**

1. Renewal Applicants have the option of submitting applications in one of two ways:

* Place all printed material in a large envelope and send via U.S. Postal Service to:

**Lower Merion Township Scholarship Fund**

**PO Box 346**

**Ardmore, PA 19003**

**Attn: Mary Donoghue**

* Send all materials electronically. Please save your electronic application as **“*last name-first name*-RA-24-25**” and your Family Financial Summary form as, **“*last name-first name*-AFFP-24-25”.** Please remember if you are submitting your application via email, you MUST still sign your application. Please email all materials to [donoghm@lmsd.org](mailto:donoghm@lmsd.org) and use ***“2024-25 RENEWAL application: YOUR NAME”*** in the subject line.**\*\***

1. You will receive an email confirmation once application material is received. Please be aware that it may take a few days for materials to reach the LMTSF office and be processed.

**Deadline for all applications is Friday, February 23, 2024.**

**\*\*Helpful Tip**: If you need to scan copies of financial documents, use a scanning app from your mobile phone (such as *Adobe Scan*) so documents scan as PDF’s.