

S. Katherine Boxwell & Edwin P. Churchill Scholarship

Mr. Edwin P. Churchill died in July 1999 and created a Trust to provide scholarships to Eastern Panhandle students. The Trust is named in honor of Mr. Churchill and his life-long friend, Sarah Katherine Boxwell.

Mr. Churchill was a certified public accountant and a former government representative with the Internal Revenue Service. He also served as a page in the United States Senate.

Miss Boxwell was a teacher and taught elementary school for 47 years, from 1920 to 1967, at Wright Denny School in Charles Town.

Both, Miss Boxwell and Mr. Churchill, believed in education and the future of our youth.

Scholarship Title: S. Katherine Boxwell & Edwin P. Churchill Scholarship

Established by: Edwin P. Churchill

Criteria:

1. Up to 14 scholarships will be awarded (each high school in the following counties in West Virginia will select one candidate: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral and Morgan).
2. Maintain a 3.0 GPA or higher.
3. Field of study must be in the following majors: Accounting, Business Administration, Civil Engineering, Computer Science, Economics, Education, Political Science, Psychology or Social Science.
4. Demonstrate a financial need and good citizenship.
5. Attend college on a full-time basis.

Amount: Scholarship award is granted as "Annual-Sum" allowances to be based on WV public college, university or community college fees not to exceed the actual costs of tuition, room and board and books and supplies. Renewable annually (up to three additional years) with grade transcripts, proof of full-time enrollment and approval by Bank of Charles Town. (See application for more details)

Deadline: March 1

Application Process: The applicant must submit:

1. Scholarship Application Form
2. Two letters of recommendation.
3. Provide letter of acceptance to a post-secondary accredited school on a full-time basis.
4. Copy of grade transcripts through first semester of senior year, attendance records and discipline records.
5. Essay on applicant's views on the Economic and Cultural Resources of West Virginia, applicant's career aspirations and how applicant's education could Benefit West Virginia.
6. Provide proof of financial need.

Selection Process: Selection of award recipients will be made by the School Scholarship Committee and final selection of award recipients will be determined by the Trustee.

Submit all information to your Guidance Office by March 1st.

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(April 2017)

THE SCHOLARSHIP IS GRANTED UNDER THE PROVISIONS OF THE S. KATHERINE BOXWELL and EDWIN P. CHURCHILL WEST VIRGINIA SCHOLARSHIP FUND, WHICH PROVIDES SPECIFIC CRITERIA FOR THE SCHOLARSHIPS.

I. ELIGIBILITY: In order to be eligible for the scholarship, recipients must:

- a) Graduate from a high school located in the West Virginia counties of Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, or Morgan;
- b) Graduate from such high school with a "B" average;
- c) Demonstrate financial need and good citizenship; and
- d) Attend college or university on a full-time basis.

II. SCHOLARSHIP TERM: The scholarship may be renewed on an annual basis with a maximum term of four (4) years, or eight (8) semesters, of undergraduate study. In order for the scholarship to be renewed each academic year, the recipient must:

- a) Be enrolled on a full-time status;
- b) Maintain a "B" cumulative grade point average; and
- c) Demonstrate good college citizenship.

III. RECORDS AND DOCUMENTATION: The recipient is required to deliver the following records and invoices to the trustee:

- **By August 1st prior to the start of each academic year:**
 - Documentation of continuing full-time enrollment (class schedule);
 - Documentation of cumulative grade point average (previous semester grades);
 - Original (or copy) invoice(s) for first semester tuition.
- **By December 10th (or within 10 days of issuance by the college):**
 - Documentation of continuing full-time enrollment (class schedule);
 - Documentation of cumulative grade point average (previous semester grades);
 - Original (or copy) invoice(s) for second semester tuition.

Documentation listed above should be addressed and delivered to:

**S. KATHERINE BOXWELL & EDWIN P. CHURCHILL SCHOLARSHIP FUND
BANK OF CHARLES TOWN
P.O. DRAWER 40
CHARLES TOWN, WV 25414**

Telephone: 304-728-2435 Fax: 304-728-2487 E-mail: bcttrust@mybct.com

Documentation of college citizenship will be made through the trustees' direct correspondence with the college or university.

IV. SCHOLARSHIP VALUE: The Boxwell/Churchill award will be granted as an "ANNUAL-SUM" award. The Trustees may adjust the "ANNUAL-SUM" values each year:

- a) For recipients attending **West Virginia public** colleges and universities, an amount not exceeding the **actual costs of tuition, room and board, books, and supplies;**
- b) For recipients attending **West Virginia private** or **out-of-state** institutions, an amount not exceeding the highest **"in-state/resident" tuition and room & board, books, and supplies fees charged by West Virginia public colleges or universities;**

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V. PAYMENT OF SCHOLARSHIP ALLOWANCES: Checks for **"ANNUAL-SUM"** awards will be issued to the recipient, and payable to the recipient and his/her college or university, at the discretion of the trustee. One-half of an ANNUAL-SUM award will be distributed each semester.

VI. TERMINATION OF THE SCHOLARSHIP: The scholarship will lapse upon the earliest of:

The scholarship will lapse upon the earliest of:

- a) *The recipient's failure to hold a cumulative grade point average of "B" (minimum of 3.0 on a 4.0 system) at the start of each academic semester. Provided that:*
- ***If the recipient's GPA is less than 3.0 at the end of an academic semester, the recipient may elect to work toward the minimum 3.0 GPA:***
 - 1) By attending summer-school at his/her own expense, or***
 - 2) By attending summer-school using 1 of the recipient's 8 scholarship- semesters if such summer- school scholarship payment is pre-approved by the Trustees.***
 - 3) By holding a GPA of 3.0 or greater at the end of the next academic semester.***
 - ***If the recipient holds a GPA of 3.0 or greater at the end of an academic year, but summer school grades reduce his/her GPA to less than 3.0 at the start of the next academic year, the recipient must regain the 3.0 GPA by the end of the first semester in the next academic year.***
- b) *The receipt of 4 academic years (8 semesters) of undergraduate scholarship awards.*
- c) *The determination by the Trustees that:*
- ***The recipient's failure to be enrolled full-time for a period longer than one semester is not for extraordinary reasons:***
 - ***The recipient's failure to provide records, invoices, and completed renewal applications by the required dates was not for extraordinary reasons:***
 - ***The recipient has violated the intended tenets of citizenship.***

VII. QUESTIONS REGARDING THE SCHOLARSHIP: All questions regarding the scholarship must be directed to the trustee, in whom is vested sole authority for administration and interpretation of the scholarship. Within such authority, the trustee may provide final interpretation and resolution of the scholarship.

Please retain a copy of this information as a reference for questions regarding this scholarship.

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(August 2018)

Name of Applicant: _____

Address: _____

_____, _____ **Zip** _____

Telephone: _____ - _____ - _____ **(Home)**

_____ - _____ - _____ **(Cell)**

E-mail address: _____

Graduating High School: _____ **Year:** _____

ACT SCORES _____

SAT SCORES _____

➤ **COLLEGE OR UNIVERSITY:**

*I have been accepted by the following College or University. **Please attach your letter of acceptance.***

West Virginia **PUBLIC** College, University or Community College, West Virginia **Private** College or University or **OUT-OF-STATE** College or University:

➤ **ANTICIPATED FIELD OF STUDY:** _____

➤ **SCHOLASTIC RECORDS:**

PLEASE ATTACH A COPY OF THE FOLLOWING RECORDS AS OF THE END OF THE FIRST SEMESTER FOR YOUR SENIOR YEAR. Copies of these records may be obtained in the guidance office. (The trustee may require additional grade, attendance, and discipline records through the end of the applicant's senior year).

- 1. GRADE TRANSCRIPTS 2. ATTENDANCE RECORDS 3. DISCIPLINE RECORDS.**

➤ **LETTERS OF RECOMMENDATION:**

A maximum of two (2) letters of recommendation may be enclosed with this application.

➤ **QUALIFICATIONS:**

Selections of Award Recipients is based solely on the eligibility criteria as defined in the scholarship trust, and is made without regard to race, religion, color, national origin, ancestry, sex, age, blindness, handicap, or disability.

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- Awarded to students graduating from high schools located in the following West Virginia counties:

Berkeley	Grant	Hampshire	Hardy	Jefferson	Mineral	Morgan
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- Fields of study must be in the following majors:

Accounting	Business administration	Civil Engineering
Computer Science	Economics	Education
Political Science	Psychology	Social Science

- Scholarship awards are **based on financial need and good citizenship**.
- Applicants must graduate from high school with a **"B" average** (minimum 3.0).
- Students must be enrolled on a **full-time basis**.
- Recipients must **maintain a "B" average each year** while attending college or university.

Scholarship award is granted as **"ANNUAL-SUM"** allowances to be calculated based on **West Virginia public college, university, or community college fees**. For recipients attending **West Virginia public colleges, universities, and community colleges**, the scholarship awards shall not exceed the actual costs of tuition, room and board, books and supplies. For recipients attending West Virginia **private** colleges and universities; or **out-of-state** colleges, universities, and community colleges, the scholarship awards shall not exceed the highest fees charged by West Virginia **public** colleges or universities for West Virginia resident students. Certain scholarship allowances may be considered taxable income. **One-half of an "Annual-Sum" will be distributed each semester**. The Trustees may adjust the **"ANNUAL-SUM"** awards annually.

Recipients shall be eligible for awards covering four (4) years of undergraduate study. Annual renewal of the award shall be based on the recipient's maintaining full-time enrollment, good citizenship, financial need, and holding a **cumulative "B" grade-point average** prior to the start of each academic year. In order to be considered for annual renewal of the award, recipients are required to provide the trustee with written confirmation of full-time enrollment, academic records, citizenship status, and current financial status. The number of awards to be granted each year shall be determined by the trustee.

- This application, your grade transcripts, attendance records, discipline records, and the requested prior year's tax return, **Must** be submitted to your **Guidance Office by March 1st** during your senior year (The Trustee may require additional grade, attendance and discipline records through the end of the applicant's senior year). **Applications submitted without prior year's tax return (PLEASE BLACK OUT SOCIAL SECURITY NUMBERS & DATE OF BIRTHS), grade transcripts, attendance and discipline records, or without your signature and your parents' signature(s) will be deemed incomplete and will not be considered.**
- You must be credited with a **minimum cumulative GPA of 3.00** through the first semester of your senior year.
- Students who are children of **Directors, the President, or Vice Presidents** of Bank of Charles Town **are not eligible** for the scholarship. However, students who are children of **other employees** of Bank of Charles Town **are eligible** for the scholarship. Please indicate if you are a child of an employee of the Bank of Charles Town:

Yes

No

Name of person: _____

Relationship: _____

Position: _____

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➤ **Financial Need:**

Please note that the applicant's parents must sign the application on the area designated in order to certify financial data. In addition, if the applicant's parents are divorced or separated, financial information from each parent **MUST** be included on this application to be considered.

Parents marital status: Married Widowed Single, separated or divorced

I. Financial Information	Student Applicant	Married Parents	If divorced or separated data for Father	If divorced or separated data for Mother
A. Please indicate GROSS INCOME	\$	\$	\$	\$
B. NET WORTH – do not include home value or mortgage value.	\$	\$	\$	\$
II. Please indicate the following and attach a copy of prior year's tax return (PLEASE BLACK OUT SOCIAL SECURITY NUMBERS & DATE OF BIRTHS).				
a. Cash in bank accounts	\$	\$	\$	\$
b. Investment real estate – do not include home value or mortgage value	\$	\$	\$	\$
c. Stocks, bonds & Other investments	\$	\$	\$	\$
d. Less: real estate & investment debt – do not include home value or mortgage value	\$	\$	\$	\$
Total real estate & investments	\$	\$	\$	\$
III. Business Interests				
a. Gross Business value	\$	\$	\$	\$
b. Less: Business debt	\$	\$	\$	\$
c. Net Business Value	\$	\$	\$	\$
IV. Farm Value				
a. Gross Farm value	\$	\$	\$	\$
b. Less: Farm debt	\$	\$	\$	\$
c. Net: Farm Value	\$	\$	\$	\$

Total number of persons in your household: include your parents, brothers, sisters and yourself: _____

Brothers, Sisters or other immediate family members currently in college:

Name:	College/University	Yr. of Graduation
_____	_____	20_____
_____	_____	20_____
_____	_____	20_____
_____	_____	20_____

THE TRUSTEES RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION FOR THE PURPOSE OF DETERMINING FINANCIAL NEED.

➤ **Certification by Parents or Guardians:**

I (we) hereby certify that the financial information provided in the application is true and correct. Also I (we) understand that the trustees reserve the right to **terminate** any scholarship awarded to the applicant for whom **false financial information has been submitted** in the application or any renewal application.

I (we) understand that applications **submitted without parental signature** and the **information requested** will be deemed **incomplete and not** be considered.

Signature of parents/guardians:

Parent/Guardian

Date

Parent/Guardian

Date

➤ **Application Check list:**

- Application must be submitted by **March 1st to your Guidance Office** to be considered
- Application must be signed by applicant
- Application must be signed by **both** parents, unless the parent is a widow or widower
- Attached cumulative transcripts through the First semester of your senior year*
- Attached attendance records*
- Attached discipline records*
- Attached copy of prior year's tax return (**PLEASE BLACK OUT SOCIAL SECURITY NUMBERS & DATES OF BIRTH**).**
- Attached essay
- Attached 2 letters of recommendation
- Attached a copy of your acceptance letter from your college or university
- Attached **original & 1 photo copy of total application (including all attachments)**

* The trustees may require additional grade, attendance and discipline records throughout the end of the applicant's senior year. Copies of all of these records can be obtained in the guidance office.

** The trustees reserve the right to request additional information for the purpose of determining financial need.

➤ **Statement of Applicant:**

In making this application, I understand that eligibility is contingent upon:

- *Graduation from High School with a "B" (3.0) average.*
- *A record of good community service/citizenship.*
- *Attending a college or university on a full-time basis.*

I understand that the maximum term on the scholarship shall be four (4) years, or eight (8) semesters, of undergraduate study, and that annual renewal of the award is contingent upon the recipient's timely delivery, to the trustees, of documentation verifying the maintenance of:

- *A minimum cumulative grade-point average of "B" at the beginning of each collegiate academic year.*
- *Full time enrollment*

*Further, I understand that the criteria for the selection of Scholarship Recipients is not based exclusively on academic records, and that the selection criteria includes Financial Need; Citizenship; the Probability of the applicant practicing his/her education and profession in West Virginia; and other subjective factors. **I understand that the Trustees' determination of financial need may be modified based on other scholarship awards or grants accepted by the recipient** through the duration of the Boxwell/Churchill Scholarship.*

*I certify that the **information presented** in the application is **true and correct**, and understand that the **Trustees** reserve the right to **terminate** any scholarship award to an applicant who submits **false or inaccurate information** in the application or **any renewal application**.*

*I understand that applications **submitted without signatures and/or the information requested** in all areas of application will be deemed **INCOMPLETE AND WILL NOT** be considered.*

Signature of Student: _____ Date: _____