

Horace Mann Bond-Leslie Pinckney Hill Scholarship Program

SCHOLARSHIP GUIDELINES

December 2024



Pennsylvania
Department of Education

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF EDUCATION

Forum Building, 607 South Drive

Harrisburg, PA 17120

www.education.pa.gov



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Program Description

The Horace Mann Bond-Leslie Pinckney Hill Scholarship Program (Bond-Hill) provides financial assistance to Pennsylvania students from Cheyney University of Pennsylvania (Cheyney) and Lincoln University (Lincoln) who pursue approved professional and graduate programs at Pennsylvania state-related universities and universities in the Pennsylvania State System of Higher Education (PASSHE).

Originated in 1983, the scholarship is named in honor of two distinguished past presidents of Lincoln University and Cheyney University, Horace Mann Bond and Leslie Pinckney Hill, respectively.

The Bond-Hill scholarship program provides award recipients with funds toward tuition, tuition-related fees, and required course materials for up to four years (or eight full-time semesters) of graduate or professional study, depending on the student's field of study and academic standing.

Students enrolled in doctoral or terminal degree programs at partner universities receive priority funding. Based on available funding, scholarships also may be awarded to students admitted to other approved professional and graduate programs at the partner universities.

Legislative Authorization and Program Funding

Legislative authorization for the Bond-Hill scholarship program is included in the General Assembly's annual appropriation to Pennsylvania Higher Education Assistance Agency (PHEAA). The appropriation provides funding for the Bond-Hill scholarships and for outreach and recruitment activities related to the scholarship program through Cheyney and Lincoln. The Pennsylvania Department of Education (PDE) administers the scholarship program in cooperation with PHEAA.

Eligibility Requirements

Eligible students must:

- Be a senior at Cheyney or Lincoln or be a graduate of a baccalaureate degree program at either university;
- Be accepted as a student in an approved professional or graduate degree program at a Pennsylvania state-related university or PASSHE university;
- Enroll in the program within five years of graduating from either university;
- Be recommended by the Dean of the undergraduate institution;
- Be a Pennsylvania resident, and remain a Pennsylvania resident during the entire term of the scholarship.
- Be either a U.S. citizen, lawful permanent resident, legally authorized to work in the United States, or have Temporary Protected Status with work authorization.
- Demonstrate high academic performance and maintain satisfactory progress; and
- Submit a completed application packet to PDE via Cheyney or Lincoln.

Partner Graduate Universities

Eligible students may receive scholarships to enroll full-time in select professional and graduate degree programs at the following partner universities, including online programs:

- Cheyney University of PA
- Commonwealth University of PA (including the Bloomsburg, Lock Haven, or Mansfield campuses)
- East Stroudsburg University of PA
- Indiana University of PA
- Kutztown University of PA
- Lincoln University
- Millersville University of PA
- Pennsylvania State University
- Pennsylvania Western University (including the California, Clarion, or Edinboro campuses)
- Shippensburg University of PA
- Slippery Rock University of PA
- Temple University
- University of Pittsburgh
- West Chester University of PA

Applying for a Bond-Hill Scholarship

Scholarship applications are reviewed on a rolling basis for fall and spring cohorts and are awarded contingent on available funding. Fall cohort applications are due by August 1st and Spring cohort applications are due by January 1st of each year. Applicants will not be considered until their application packets are complete. Application packets are considered complete when all required materials have been received by PDE.

The student's undergraduate institution is responsible for submitting the completed scholarship application packet to PDE. Applicants should work with the Bond-Hill representative at Cheyney or Lincoln to compile the required application materials. Students may not submit application materials directly to PDE.

The application packet includes the following:

- Bond-Hill scholarship application signed by the student;
- Letter of recommendation from the student's undergraduate university, signed by the Bond-Hill Scholarship administrator at the university and on official university letterhead;
- Letter of full acceptance from the partner graduate university, signed by an official representative of the university and on official letterhead (conditional acceptance letters may be considered for a preliminary application approval; however, a full acceptance letter must be sent before funding will be paid. Failure to update the conditional acceptance letter will result in forfeiture of the scholarship);
- Program Curriculum (denoting program timeline); and

- Documentation confirming the student is a resident of Pennsylvania and is either a U.S. citizen, lawful permanent resident, legally authorized to work in the United States, or has Temporary Protected Status with work authorization.

Bond-Hill Scholarship Application

Interested students apply for the scholarship through their undergraduate universities (Cheyney or Lincoln). Below is contact information for the Bond-Hill scholarship administrators at each university:

Cheyney University
1837 University Circle
P.O. Box 200
Cheyney, PA 19319-0200
Krystal Peters
kpeters@cheyney.edu
Phone: 610.399.2632

Lincoln University
Upper Class Dean
1570 Baltimore Pike
Lincoln University, PA 19352
Dr. Yvonne Hilton
yhilton@lincoln.edu
Phone: 484.365.7222

Applicants must provide the following information on the scholarship application:

- Full name;
- Contact information, including current mailing address, phone number, and personal email address;
- State of residency;
- Country of citizenship;
- Undergraduate university and graduation date (month/year);
- Graduate university;
- Professional or graduate degree program;
- Date of acceptance and enrollment in the graduate program including if the program is a year-round program; and
- Expected date of graduation from graduate program.

Letter of Recommendation from the Undergraduate University

All applicants must be recommended by their respective undergraduate universities to be considered for the scholarship. The letter of recommendation must be written on university letterhead and signed by the university's Bond-Hill scholarship administrator. The letter must include, at minimum, the following information:

- A statement indicating why the applicant should receive a Bond-Hill scholarship;
- Confirmation that the student is planning to enroll full-time in an approved graduate degree program at a partner graduate university;
- The student's intended graduate degree program and graduate university;
- The student's date of enrollment in the graduate program and expected date of graduation;
- Confirmation that the student is a Pennsylvania resident, and is either a U.S. citizen, lawful permanent resident, legally authorized to work in the United States, or has Temporary Protected Status with work authorization; and
- Confirmation that the student was eligible for in-state tuition in the final year at the undergraduate institution or is eligible for in-state tuition at the graduate university.

Letter of Acceptance from the Partner Graduate University

All applicants must submit a copy of their graduate program acceptance letter. The letter must be written on university letterhead and signed by an official representative from the graduate university. Copies of official acceptance emails may be accepted on a case-by-case basis. The letter should include the following information:

- Applicant's name;
- Applicant's Pennsylvania address;
- Graduate program to which the student has been accepted;
- Date of enrollment at the graduate institution;
- Expected date of graduation from the graduate program; and
- Estimated total cost of full-time tuition, fees, and course materials per semester.

If the graduate program acceptance letter does not include all the above information, the university may provide the student with supplementary documentation.

Pennsylvania Residency Requirement

The applicant must be a resident of Pennsylvania at the time of application and remain a resident during the entire term of the scholarship. For the purposes of this program, a Pennsylvania resident is a student who has maintained continuous residency in the Commonwealth for at least 12 months prior to applying for the Bond-Hill Scholarship. The student's undergraduate university is responsible for confirming the student's residency in the letter of recommendation. After the student receives the scholarship award, the student's graduate university is responsible for confirming the student's residency each semester. PDE reserves the right to request a student submit proof of residency any time during the application process and while participating in the scholarship program.

US Citizen, Residency, and Work Authorization Requirements

An eligible student must be a United States citizen, a lawful permanent resident of the United States, authorized to work in the United States, or have Temporary Protected Status (TPS) with work authorization. Citizenship, lawful permanent resident status, TPS, and/or work authorization should be confirmed by the undergraduate institution in the letter of recommendation. PDE reserves the right to require an applicant to provide additional documentation.

Additional Documentation

Applicants and the universities may provide additional documentation if they choose. Likewise, PDE reserves the right to request additional information and documentation as needed to effectively evaluate the student's application and determine acceptance into the scholarship program.

Application Review Process

PDE reviews scholarship applications subject to cohort deadlines and awards are contingent on

available funding.

New awards will be granted to eligible applicants pursuing approved professional and graduate degree programs at PASSHE universities and Pennsylvania state-related universities. Award recipients may not enroll in graduate programs at the same institution where they earned their undergraduate degree.

New scholarship awards will be approved in accordance with the following tiered process, contingent on available program funds.

Degree types and names may vary by graduate institution. Students and advisors may contact the Department of Education with questions.

Tier I¹: Awards may be granted to eligible new applicants pursuing doctoral or terminal degrees in the following fields of study:

- Architecture
- Dentistry
- Education, including Doctor of Education
- Law
- Medicine, including, but not limited to, Doctor of Medicine, Nurse Practitioner, Pharmacology, and Physician's Assistant, Physical Therapy, Psychology, and Psychiatry
- Ophthalmology
- Podiatry
- Science, Technology, Engineering, Mathematics and Health Sciences (STEM-H) (including Life Science programs)

Tier II¹: To the extent that additional scholarship funds are available after the first level is fully funded, scholarships may be awarded to eligible students admitted to graduate-level programs in the following fields of study:

- Business, including, but not limited to, Accounting, Entrepreneurship, Management, Marketing, and Supply Chain Management
- Computer Science
- Counseling, including School Counseling
- Criminal Justice
- Education, including post-baccalaureate programs that lead to certification in Teaching, School Administration, School Counseling, School Nursing, School Social Work, School Psychology or School Administration
- Human Services
- Library Science
- Public Administration
- Public Health Administration
- Social Work, including School Social Work

Tier III: To the extent that additional scholarship funds are available after the first and second levels are fully funded, scholarships may be awarded to eligible students admitted to other fields of study.

¹ The institutions and students must confirm with the professional licensure agency that they are eligible to apply for licensure upon completion of the graduate program.

The number of new scholarships awarded each year is based on the availability of program funding and the annual appropriation from the General Assembly, with priority given to Tier I programs. Awards vary by individual and are based on the costs of the student's graduate university and graduate degree program.

Qualified students are eligible to receive a Bond-Hill scholarship for the length of the program as defined by the graduate university, not to exceed four academic years or the equivalent of eight full-time semesters of enrollment.

Award Notification

After the application packet is reviewed and the applicant is deemed eligible for a Bond-Hill scholarship, PDE will send an award notification letter to the student, the student's undergraduate and graduate universities, and PHEAA. The award letter will include an offer of acceptance to the scholarship program and the terms of acceptance.

The terms of acceptance will be as follows:

Scholarship recipients must meet all eligibility requirements of the scholarship program while enrolled in the graduate degree program, including being enrolled and meeting the state and federal residency and work authorization requirements, as identified above.

The scholarship award may be used to cover the cost of tuition, tuition-related fees, and required course-specific textbooks, course materials, and/or medical equipment in the approved graduate program, contingent on available funding.

The student is responsible for ensuring that bills for tuition, tuition-related fees, and required course materials are submitted to PDE by their graduate universities each academic period.

Scholarship funds may cover the costs for summer and/or winter interim enrollment provided that the courses are being used to accelerate degree completion.

Accepting the Offer

To accept the scholarship, the student must sign and return the Scholarship Acceptance Form to PDE within 10 days of receiving the award letter. See Appendix A.

PDE will conduct graduate program progress updates directly with students via e-mail or phone each semester.

Declining the Offer

If a student chooses not to accept the scholarship, the student should mark the Scholarship Acceptance Form accordingly and return the form to PDE within 10 days of receiving the award letter. See Appendix A.

If the student does not respond to the award letter within 10 days, PDE will attempt to contact the student. If the student cannot be reached, PDE reserves the right to defer or rescind the scholarship offer.

Deferring Enrollment

A student who has been awarded a scholarship may request the award be deferred until a later date **within the same academic year**. The student must submit a written request to PDE prior to the start of the semester in which the student originally planned to enroll along with documentation from the graduate university indicating the following:

- Student's name;
- Student's current contact information, including address, phone number and email address;
- Graduate program;
- Graduate university;
- Original date of enrollment;
- New date of enrollment; and
- Anticipated graduation date.

Military service is an acceptable reason for a deferment request, is not bound to the one academic year limit, and will be contingent on the documented length of deployment.

Once received, PDE will respond to the student in writing with a decision. A student wishing to defer enrollment beyond the academic year in which the award was originally granted will be required to reapply the following year as long as they are within their five-year eligibility window.

A student who has enrolled at a different participating institution since their application was received will be required to reapply the following year as long as they are within their five-year eligibility window.

Failure to Comply with Scholarship Requirements

A student may receive the Bond-Hill scholarship for the duration of the initial degree program, not to exceed four academic years or a total of eight semesters of enrollment, provided the student enrolls in the approved graduate program, continues to meet the scholarship eligibility criteria, and maintains satisfactory academic standing, as defined by the graduate university. PDE will contact the student directly, via e-mail or phone, for progress updates. A student who does not meet these requirements may have the scholarship rescinded. When this occurs, PDE will send written notification to the student, the Bond-Hill scholarship coordinators at the student's undergraduate and graduate institutions, and PHEAA. The scholarship program provides funding for required program coursework and pays for courses only once.

Leave of Absence

An award recipient may request the scholarship be suspended for up to one academic year while on an approved leave of absence from the graduate university.

After the graduate university approves the leave of absence, the student must submit written notification to PDE along with documentation from the graduate university indicating the following:

- Student name;
- Graduate program;
- Leave of absence effective date;

- Expected date of return to the graduate program;
- Number of full-time semesters remaining to complete program;
- Expected graduation date; and
- Confirmation that the student is maintaining academic progress and permitted by the university to return to the approved graduate program after the leave of absence.

The request will be considered by the Director of the Bureau of Postsecondary and Adult Education. If the leave request is approved, the student's file will be placed on "inactive/hold" status until the graduate university notifies PDE that the leave of absence has ended, and the student has enrolled full-time in the graduate program.

Reinstatement of the award is contingent on availability of funds and official readmission to the graduate program by the graduate institution.

Dropping Courses

Students must be enrolled each semester to qualify for an award. For this reason, students are advised to speak to their program advisor and university scholarship coordinator prior to making schedule changes. Students must also inform PDE of changes. Scholarship funds may only be used to take a course once.

Retaking Courses

Scholarship funds may only be used to take a course once. The student is financially responsible for retaking courses and must inform PDE should this occur. Failure to do so may result in forfeiture of the scholarship for future semesters.

Withdrawing from the Graduate Program or University

A student who withdraws from the graduate program or university forfeits the scholarship award effective the date of withdrawal. The student is responsible for notifying PDE within 30 days of the date of withdrawal. Failure to do so may result in the student being ineligible to reapply for a scholarship if they are within five years of graduation with a bachelor's degree from Cheyney or Lincoln University.

Approved Use of Scholarship Funds

The Bond-Hill Scholarship Program provides recipients with funding for tuition, tuition-related fees, and required course-specific textbooks and materials for the length of the degree program, not to exceed four years or the equivalent of eight full-time semesters, depending on the student's field of study and academic standing.

Releasing Scholarship Funds

Reimbursement each semester is dependent on the graduate university submitting the following documentation to PDE on behalf of the scholarship recipient:

- University invoice indicating cost of tuition and tuition-related fees charged to the student for the semester;
- The student's signed and completed PDE Textbook Reimbursement Form along with the itemized receipts verifying the cost for each purchase and course syllabi indicating the

purchased items are course requirements. (See Appendix B: Bond-Hill Textbook Reimbursement Form); and

- Confirmation that the student is enrolled, meets the award criteria, and is in good academic standing for the academic period in which reimbursement is being requested.

The graduate university is responsible for submitting an invoice to PDE for each academic period in which a student is enrolled in the graduate program of study. Institutions are permitted to invoice PDE for the exact cost of tuition and required fees, textbooks, and related materials each semester of enrollment, not to exceed the equivalent of eight full-time semesters or the length of the program, whichever is less. Universities may not invoice for room and board, late fees, and student loans, including loan interest, or origination fees. Expenses that accrued prior to the program approval date are not eligible for reimbursement.

Student bills and expense forms should be sent to ra-edbondhillgrants@pa.gov **prior to the end of the semester in which the expenses occurred.**

Missing or incomplete invoices or forms may result in payment delay or denial.

Following receipt and approval of these bills, PDE will submit a payment request to PHEAA. PHEAA will disperse award funds directly to the university via wire transfer usually within 30 days.

Scholarship funds are to be applied directly to the student's university account. Award funds may not be sent directly to the student. Neither PHEAA nor the university may submit payment to a lender on a student's behalf. PDE will not approve and PHEAA is not permitted to release funds for non-eligible expenses.

Administrative Stipend for Undergraduate Universities

Historically, the General Assembly has provided for Cheyney University and Lincoln University to receive funding for recruitment and outreach. The administrative stipend shall be determined annually by PDE based on the appropriation and availability of funds.

Release of the funds by PHEAA is contingent on PDE's receipt and acceptance of the following information from Cheyney and Lincoln universities:

- End of year report recounting the institution's recruitment and outreach activities for the prior academic year;
- A final program budget for the academic year; and
- A proposed budget for the upcoming academic year.

Reporting

Cheyney University & Lincoln University

Cheyney and Lincoln shall submit the following information electronically to PDE no later than September 30 of each year:

1. Year-End Report for the academic year:
 - Narrative explaining student recruitment at the high school and college level, coordination of the nomination process, communication to students, and communication with the approved graduate universities and supporting pre-professional campus-based organizations.

- The applicant pool for the award.
 - Program goals, including desired outcomes, activities used to achieve the goals, and related costs.
 - Final budget showing how the university used state-appropriated funds to administer the scholarship program on its campus.
2. Proposed Budget describing how the university plans to use state-appropriated funds to administer the scholarship program and recruit applicants for the upcoming academic year.

The release of funds by PHEAA for outreach efforts is contingent on PDE's receipt and acceptance of the above information.

Graduate Universities

Scholarship eligibility is based on a student being enrolled in an approved graduate degree program, making academic progress as defined by the graduate university, and maintaining residency in Pennsylvania.

For this reason, each semester, each graduate university with enrolled scholarship recipients shall report to PDE the following information:

- Name of Bond-Hill Scholars enrolled and the professional/graduate programs in which they are enrolled;
- GPA, number of credits completed, and number of credits remaining (if known) per student;
- Anticipated date of graduation;
- U.S. citizenship, lawful permanent residency, work authorization in the United States, or have Temporary Protected Status with work authorization, and confirmation that the student is eligible for in-state tuition; and
- Confirmation that the university considers the student to be in good academic standing.

Reports are due no later than one month after the end of the semester for which the data is being reported and should be sent to ra-edbondhillgrants@pa.gov.

Roles and Responsibilities

Undergraduate Universities

Program Administration

Cheyney and Lincoln universities must provide the necessary staff to recruit and administer the scholarship program on their respective campuses. Responsibilities include informing students of the program, coordinating the student application process, communicating with the partner graduate universities, and supporting pre-professional campus-based organizations.

Outreach and Recruitment

Cheyney and Lincoln universities are required to use a combination of outreach and recruitment activities to assist students with preparing for graduate school and to create a

pool of qualified scholarship applicants each year.

“Outreach activities” are activities that serve to promote and inform students about the Bond-Hill Scholarship Program. An example of an “outreach activity” is an event the university sponsors for high school students who are still deciding on a major and an undergraduate university.

“Recruitment activities” are defined as specific actions that result in students applying to and being prepared for the scholarship program and the graduate program in which they intend to enroll. For example, a Bond-Hill information session for junior undergraduates interested in entering the medical field is a “recruitment activity.”

Student Application Coordination

PDE relies on the undergraduate universities to coordinate the following duties:

- Confirm that each applicant meets the Bond-Hill Scholarship Program eligibility requirements;
- Provide a written recommendation for each qualified applicant that includes appropriate information related to student’s eligibility for the Bond-Hill scholarship;
- Assist applicants with compiling the scholarship application packet; and
- Submit student application packets to PDE by the cohort deadline.

Scholarship Recipients

Availability or continuation of the Bond-Hill scholarship is contingent on students adhering to the following responsibilities. Failure to do so may result in a loss of the scholarship.

1. Ensure that all required documentation and the application are submitted to Cheyney or Lincoln to meet the application deadline.
2. Maintain continuous Pennsylvania residency for the entire program.
3. If a non-citizen, maintain lawful permanent residency or work authorization.
4. Be continuously enrolled in the approved graduate degree program at the graduate university (exceptions may apply on a case-by-case basis per term).
5. Demonstrate high academic performance and maintain satisfactory progress as determined by the graduate university.
6. Notify PDE immediately of any changes to the following:
 - Name;
 - Residency status;
 - Contact information;
 - Enrollment status, including, but not limited to, graduation, leave of absence, course withdrawal and program dismissal; and/or
 - Intended graduate program.
7. Submit the Bond-Hill Textbook Reimbursement Form along with original receipts and course syllabi to the coordinating office at the graduate university each semester.
8. Submit, to PDE, an unofficial transcript after each semester to confirm satisfactory completion of each course. This is due 10-days after the end of each semester.
9. Abide by the requirements and terms of the scholarship guidelines.

Graduate Universities

Admissions

Graduate universities are responsible for the following activities:

1. Reviewing candidates for their intended graduate program of study based on the institution's standard admission procedures.
2. Providing each scholarship applicant accepted into the approved graduate program with an official letter of acceptance that includes the following information. If the acceptance letter does not include all the required information, the university may provide the student with supplementary documentation.
 - Applicant's name;
 - Applicant's Pennsylvania address;
 - Graduate program to which the student is accepted;
 - Date of enrollment at the graduate university;
 - Expected date of graduation from the graduate program;
 - Statement indicating the student will be charged in-state tuition and fees; and
 - Estimated cost of tuition, fees, and course materials for the entire graduate program by semester.

Fiscal

Graduate universities are responsible for submitting student invoices to PDE each academic period in which the student is enrolled in the program of study. Institutions may invoice PDE for the full cost of tuition, tuition-related fees, and required course materials, including textbooks, supplies, and medical supplies. Institutions should submit the university bill reflecting tuition charges and tuition-related fees and the completed Bond-Hill Textbook Reimbursement Form (See Appendix B) along with receipts and course syllabi. Inclusive book access fees will be considered mandatory charges if the student doesn't opt out and would be paid in lieu of an itemized book reimbursement form. Invoices received after the semester's completion will be paid based on availability of funds. Graduate universities are responsible for providing financial projections for each student to PDE as requested.

Graduate universities agree to accept payment by electronic transfer from PHEAA on the student's behalf and to apply those funds to the student's account for that semester.

Program Refund

In the event of a necessary refund, all specified funding must be returned to PHEAA. The refund cannot be in the form of a credit/adjustment.

The refund should include a reference to the program and academic year and be sent to the address listed below.

PHEAA State Grant & Special Programs
P.O. Box 64849
Baltimore, MD 21264-4849

Enrollment and Academic Standing Verification

Scholarship eligibility is based on a student being enrolled in an approved graduate degree program, making academic progress as defined by the graduate university, and maintaining residency in Pennsylvania while enrolled in the program. Therefore, PDE relies on the graduate universities to confirm for each term the enrollment status and academic standing for each scholarship recipient.

Graduate universities are expected to notify PDE of any changes to student's eligibility such as enrollment status, graduation, withdrawal, or leave of absence.

Appendix A: Scholarship Application



Pennsylvania
Department of Education

Horace Mann Bond-Leslie Pinckney Hill Scholarship Application

Eligibility Requirements

- Be a senior at Cheyney or Lincoln or be a graduate of a baccalaureate degree program at either university;
- Be accepted in an approved professional or graduate degree program at a Pennsylvania state-related university or PASSHE university;
- Enroll full-time in the program within five years of graduating from either university;
- Be recommended by the Dean of the respective university;
- Be a Pennsylvania resident, and remain a Pennsylvania resident during the entire term of the scholarship.
- Be either a U.S. citizen, lawful permanent resident, legally authorized to work in the United States, or have Temporary Protected Status with work authorization.
- Demonstrate high academic performance and maintain satisfactory progress;
- Submit a completed application packet to PDE via Cheyney or Lincoln.

Name: _____ Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Personal Email: _____

University (undergraduate): Cheyney University of PA Lincoln University

Date of undergraduate graduation (or expected graduation): _____

Racial/Ethnicity Identification: Asian/Pacific Islander Black/African-American Hispanic/Latino
 Native American/Alaskan Native White/Caucasian Multiracial/Bi-Racial Prefer not to answer

Preferred Pronoun: _____

Are you a current resident of Pennsylvania? Yes No

Are you a U.S. citizen, lawful permanent resident, legally authorized to work in the United States, or do you have Temporary Protected Status with work authorization? Yes No

Military Status: Yes No Active Duty Reserve Duty

Graduate Program Information

Eligible students may receive scholarships to enroll in select professional and graduate degree programs at the following partner universities, including online programs:

- Cheyney University of PA
- Commonwealth University of PA (including the Bloomsburg, Lock Haven, or Mansfield campuses)
- East Stroudsburg University of PA
- Indiana University of PA
- Kutztown University of PA

- Lincoln University
- Millersville University of PA
- Pennsylvania State University
- Pennsylvania West University (including the California, Clarion, or Edinboro campuses)
- Shippensburg University of PA
- Slippery Rock University of PA
- Temple University
- University of Pittsburgh
- West Chester University

Graduate University: _____

Check one: Fall Cohort Spring Cohort

Graduate Program Name: _____

Degree or Graduate Credential Type: Ph.D.; Applied Doctoral; Master; Certificate (Education programs only)

Anticipated Date of Enrollment: _____

Expected Completion Date: _____

Summer and/or winter enrollment is required to complete my program: Yes No

Please attach the following documents to your application for consideration:

- Unofficial transcript(s) (graduate if applicable)
- Resume
- Cover Letter from the candidate
- Letter of recommendation from your undergraduate institution
- Full acceptance letter from graduate institution (if you are an undergraduate and the acceptance letter is conditional, you must provide the full acceptance letter upon your graduation from your undergraduate program)
- Program Curriculum
- Documentation of Pennsylvania residency (include your driver's license and a W-2 from the prior year and/or a bill or lease showing your residency during the year prior to application).

I, _____, have read and understand the conditions of the Horace Mann Bond-Leslie Pinckney Hill Scholarship as noted by the Pennsylvania Department of Education. I affirm that I plan to pursue a career as defined in the Bond-Hill Scholarship Guidelines.

I give permission to officials of my institution to release transcripts of my academic record and other information requested for consideration in the Bond-Hill Scholarship program. I understand that this application will be available only to qualified people who meet all eligibility requirements. I affirm the information contained herein is true and accurate to the best of my knowledge and belief.

Signature: _____ Date: _____

Appendix B: Scholarship Acceptance Form



Pennsylvania
Department of Education

Horace Mann Bond-Leslie Pinckney Hill Scholarship Acceptance Form

Name _____ Date _____
Home Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

I *accept* the Horace Mann Bond-Leslie Pinckney Hill Scholarship and agree to abide by the following terms and conditions of the award:

1. Maintain continuous Pennsylvania and U.S. residency for the entire program.
2. Be continuously enrolled in an approved graduate degree program.
3. Demonstrate high academic performance and maintain satisfactory progress as determined by the graduate institution.
4. Notify the Department immediately of any changes to the following:
 - a. Name
 - b. Residency status
 - c. Contact information, including change of address
 - d. Enrollment status at the graduate institution,
 - e. Change of major
 - f. Leave of absence, withdraw or dismissal from the program or university
 - g. Graduation
5. Submit the Bond-Hill Textbook Reimbursement Form and original receipts to the coordinating office at the graduate institution each semester.
6. Abide by the terms of the scholarship requirements and guidelines.

Graduate Program _____ **Date of Enrollment** _____
[Month/Year]

Summer and/or winter enrollment is required to complete my program.

Expected Graduation Date _____ **Estimated Tuition and Fees:** _____
[Month/Year]

I *decline* the Horace Mann Bond-Leslie Pinckney Hill Scholarship. I am declining the scholarship offer for the following reason/s:

Signature _____

Date _____

Please sign and return this Agreement within ten (10) days of receiving the scholarship offer to:

David Stewart, Higher Education Associate II
Division of Higher Education, Access, and Equity
Office of Postsecondary and Higher Education
Pennsylvania Department of Education
607 South Drive, 3E, Harrisburg, PA. 17120
ra-edbondhillgrants@pa.gov

Appendix C: Textbook Reimbursement Form



Bond-Hill Scholarship Textbook Reimbursement Form

Student Name: _____ Graduate University: _____

Date of Request: _____ Semester of Enrollment: Fall Winter Spring Summer 20_____

Total Reimbursement Requested by Student: _____

Graduate University Approval

Amount Approved by University: _____ Date Approved: _____

Approved by: _____ Title: _____

Instructions

1. Purchase required textbooks and/or course-specific materials for the courses in which you are enrolled this semester.
2. Complete the form below as indicated.
3. Attach itemized receipt(s) for each item(s) listed.
4. Attach a copy of the syllabus for each course in which you are enrolled and course materials required. If you are enrolled in a course that does not require textbooks or course materials, then the course should not be listed on the form.
5. Make copies of this form and all related documentation for your records.
6. Submit the form and related documentation to the Bond-Hill Coordinating Office at your graduate university as soon as possible each semester.
7. Your graduate university then will submit the form on your behalf to the Bond-Hill Scholarship Program Administrator at the Pennsylvania Department of Education (PDE).

Note: Textbook Reimbursement Forms MUST be submitted and approved by PDE no later than the last day of the semester. Forms submitted after this date will be approved based upon available funding.

Course Number & Section	Course Title	Material Description (i.e., title of textbook or description of class material)	Vendor (i.e., college bookstore, Barnes & Noble, online)	Cost of Item	Receipt Attached?	Syllabus Attached?
Ex: Acct 5001-004	Principles of Accounting	Advanced Principles of Accounting	College Bookstore	\$112.45	Y	Y

