

**IFS Institute, Inc.**  
**IFS Training Scholarship Policy and Application Form**

IFS Institute is committed to making IFS trainings accessible and affordable to all qualified people. To that end, IFS Institute has a long history of providing generous scholarships to IFS training participants in IFS Institute-organized Level 1, 2, and 3 training programs based on individual economic need. IFS Institute is also committed to expanding diversity and broadening inclusion within the IFS community and among participants in IFS trainings. IFS Institute offers this IFS Training Scholarship Policy as a holistic approach to expanding training affordability for those with economic challenges, and additional support for traditionally underrepresented populations, including people of color, people from faith-based communities, the LGBTQ community, as well as full-time graduate and undergraduate students. In addition, this policy provides support for individuals whose work is in service to marginalized communities, faith-based communities, international relief, and ecological and planetary health.

**IFS Institute invites you to apply for an IFS training program scholarship on the basis of financial need, student status, diversity and inclusion, or any combination of these categories:**

**Economic need scholarship:** IFS Institute considers scholarship applications based on economic need of an individual applicant. This process considers the applicant's financial profile.

**Full-time student scholarship:** IFS Institute may provide a tuition reduction for full-time graduate students and full-time undergraduate students.

**Racial/LGBTQ scholarship:** IFS Institute may provide a tuition reduction for people who are racially underrepresented or in the LGBTQ community.

**World service scholarship:** IFS Institute may provide a tuition reduction for people whose work serves minority and marginalized communities, poverty-stricken environments, faith-based communities, victim-support and advocacy, veterans, internationally marginalized communities, or environmental/global health services.

**Applicants may receive up to a 60% tuition scholarship. While scholarships are available, IFS Institute will continue to use economic need as the primary criterion for awarding financial support.** As such, we ask that those who have the financial means forego the above opportunities so that we can provide as much financial support as possible to those in the greatest need.

**These scholarships are available for IFS training programs organized by IFS Institute that take place in North America.** They are not available for other trainings, or for other IFS events, including workshops, the IFS annual conference, IFS online webinars, or any other non-training events. These scholarships are not available for those enrolled in IFS Institute's Organizational Training Programs.

**SCHOLARSHIP APPLICATION**  
**IFS INSTITUTE-ORGANIZED LEVEL 1, 2 & 3 TRAININGS**

**For questions about *need-based* scholarships:**      [training@IFS-Institute.com](mailto:training@IFS-Institute.com), 708.383.2519

**For questions about *all other* scholarships:**      [Jon@IFS-Institute.com](mailto:Jon@IFS-Institute.com), 708.383.2659

**TO APPLY FOR SCHOLARSHIPS**

- Please read all information in this packet.
- **Submit a scholarship application in one of these ways:**
  - Email: [training@IFS-Institute.com](mailto:training@IFS-Institute.com) (use only this email address)
  - Fax: 708.383.2399
  - Postal mail: PO Box 3969, Oak Park IL 60303
- **Only submit a scholarship application if you have also submitted a training program application.** We will review your scholarship application if you are accepted into the training. If you are accepted to the training's waiting list, we will review your scholarship application if/when you get a space in the training itself.
- **Deadline: Scholarship applications must be submitted before the following days** (see your training program application for actual calendar dates):
  - Level 1: Before Payment Plan 1 begins for your **Level 1**
  - Level 2 and Level 3: Before the tuition balance billing date for your **Level 2 or 3**
- **We recommend that you submit your scholarship application with your program application (it won't affect your eligibility for a training).** It can take several weeks to process a scholarship application.
- **We cannot accept photos of applications or supporting materials. Please submit as PDFs.**
- **Please submit only the pages you fill out.**

**SCHOLARSHIP NOTIFICATION & BILLING**

**If you are accepted into a training and you submitted a scholarship application, we will email you when a decision has been made about your scholarship** (this can take several weeks). At that time we will ask you to accept or decline the scholarship.

**Your program deposit will be charged when you are accepted into a training.** If you decline your place in the training when we tell you about your scholarship, we will refund your deposit without penalty. If you withdraw from the training after that time, the deposit would be refundable according to the withdrawal/refund policy in effect for your training.

**All scholarship awards are deducted from the tuition balance that remains after the program deposit is paid.** If you are not accepted into the training, no deposit will be charged.



**SECTION 1: CONTACT INFORMATION**

- All scholarship applicants must complete this section and Section 5 (signature page).
- All fields on this page are required.
- Please type or print clearly and darkly so we can read your information.

Program City: \_\_\_\_\_ Program 3-digit Code #: \_\_\_\_\_

Program Begins: \_\_\_\_\_

Program Level (check one):  Level 1  Level 2  Level 3

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## SECTION 2: NEED-BASED SCHOLARSHIPS

- **Complete all fields in this section and Section 5 (signature page) to apply for a need-based scholarship.**
- **All monetary values must be in USD (United States Dollars).**
- **Even if individual earners in your household handle finances separately for any reason, we require your household's financial information.** By considering household resources, we can fairly allocate our limited scholarship funds and help as many people as possible to participate in, and benefit from, IFS trainings.
- **Attach copies of US 1040 pages 1-2 (signature page and next page), or your country's equivalent tax form. We cannot accept a tax preparer's summary. If your household's earners file separate tax returns, you'll need to attach a copy of each return.** Returns should be for the most recent year. **Please black out all social security numbers on all pages.**
- **Submit your application as a PDF – we cannot accept photos.**

Your Name: \_\_\_\_\_

Marital Status:  Married/Partnered  Separated  Divorced  Single  Widowed

Number of Dependents: \_\_\_\_\_ Ages of Dependents: \_\_\_\_\_

Are these dependents listed on your income tax return?  Yes  No

Relationship of dependents to you: \_\_\_\_\_

Your Occupation: \_\_\_\_\_

Your Employer: \_\_\_\_\_

Additional Employer (if any): \_\_\_\_\_

Are you: Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

Spouse/Partner Occupation: \_\_\_\_\_

Their Employer: \_\_\_\_\_

Their Additional Employer (if any): \_\_\_\_\_

Is your spouse/partner: Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

Last Year's Household Annual Income (**gross income from US 1040**): \$ \_\_\_\_\_

This Year's Household Annual Income (**gross annual income**): \$ \_\_\_\_\_

Estimate your household's **gross annual income** if you don't know the exact amount: \$ \_\_\_\_\_

Do you receive child support and/or alimony?  Yes  No

If yes, specify type and monthly amount(s) you receive: \$ \_\_\_\_\_

**List all other financial resources (in-hand and expected) for the training, including but not limited to** employer funds, other scholarships/grants, rental property/investment income, home equity loans, funds from friends/relatives, anything else. **List type of funds/income and amounts.**

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Your Name: \_\_\_\_\_

**Household Assets (include information for all members of your household):**

Cash, stocks, bonds, mutual funds, CDs, money market, savings, checking accounts, etc. (total value today): \$ \_\_\_\_\_

Retirement accounts (total value today): \$ \_\_\_\_\_

Primary home value today: \$ \_\_\_\_\_

Secondary/Investment property value today: \$ \_\_\_\_\_

Other (please specify): \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Total Assets:** \$ \_\_\_\_\_

**Household Debt:**

Mortgage or rent (**monthly** payment amount) \$ \_\_\_\_\_ (  check here if you rent)

Home equity loan (**monthly** payment amount) \$ \_\_\_\_\_

Auto loan (**monthly** payment amount) \$ \_\_\_\_\_

Student loan (**monthly** payment amount) \$ \_\_\_\_\_

Other debt: **specify type & monthly payment amount** \$ \_\_\_\_\_

**but don't include typical credit card charges, and common** \$ \_\_\_\_\_

**expenses, such as:** utilities, food, clothes, entertainment, \$ \_\_\_\_\_

office rent, insurance premiums, common medical expenses, \$ \_\_\_\_\_

vacation expenses, etc. \$ \_\_\_\_\_

**Total Monthly Debt Payments:** \$ \_\_\_\_\_

Unpaid mortgage balance Primary home: \$ \_\_\_\_\_

Second/Investment property: \$ \_\_\_\_\_

Amount of aid requested: \$ \_\_\_\_\_ Minimum amount needed to participate in training: \$ \_\_\_\_\_

**We understand that each person's financial circumstances are unique.  
If you would like to briefly tell us about other circumstances regarding your finances, please type that information clearly (black ink only) on 1 separate page.**

### SECTION 3: FULL-TIME STUDENT SCHOLARSHIP

- Complete all fields in this section and Section 5 (signature page) to apply for a full-time student scholarship.
- We understand that each person's circumstances are unique. If you would like to tell us more than what we've asked for below, type your information on a separate page so we have what we need to make an informed decision.
- We review each student scholarship application once per training.
- Attach a copy of the front and back of your current student ID to this application as a PDF (no photos).

Your Name \_\_\_\_\_ Are you a full-time student? \_\_\_\_\_

Your Educational Institution \_\_\_\_\_ Dates of Enrollment \_\_\_\_\_

Degree Sought \_\_\_\_\_

Institution's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Registrar's Name \_\_\_\_\_ Registrar's Email \_\_\_\_\_

Advisor's Name \_\_\_\_\_ Advisor's Email: \_\_\_\_\_

### SECTION 4: DIVERSITY/INCLUSION SCHOLARSHIP

- Complete this section and Section 5 (signature page) to apply for a scholarship on the basis of diversity and inclusion.
- We understand that each person's circumstances are unique. If you would like to tell us more than what we've asked for below, type your information on a separate page so we have what we need to make an informed decision.
- We review each diversity/inclusion scholarship application once per training.

Your Name: \_\_\_\_\_

Please check any box that applies to you:

I identify as racially non-white. If you check this line, how do you racially identify? \_\_\_\_\_

I identify as part of the LGBTQ community.

My life's work is currently/primarily focused on:

Serving minority and marginalized

Prison/corrections communities

Communities/communities living in poverty

Veterans

Faith-based communities

Environmental/global health

Victim support and advocacy

Other

If you checked any of the above, please explain the nature of your work:

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## SECTION 5: SIGNATURE

- All applicants must complete this section.
- Scholarship application forms cannot be processed unless they are signed.
- Submit your application and any supporting materials as a PDF – no photos, please.

By signing here, I affirm that the information I have provided is accurate and complete.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Applicant's printed name

\_\_\_\_\_  
Date

**Please keep a copy of your scholarship application for your records.  
Thank you for your interest in IFS.**