

**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 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, full-time 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 scholarships, and 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 North American IFS-Institute organized training programs.** 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.
  - **How to submit a scholarship application:**
    - Email: [training@IFS-Institute.com](mailto:training@IFS-Institute.com) (use only this email address)
    - Fax: 708.383.2399
  - **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 you get a space in the training itself.
  - **Application Deadline:** Please submit your scholarship application within a few days of submitting your program application (it won't affect your eligibility for a training). It can take several weeks to process a scholarship application. If you apply to the training after the scholarship deadline, please submit your scholarship application on the same day as your program application. Scholarship application deadlines:
    - **Level 1:** 30 days before Payment Plan 1 begins for your Level 1
    - **Level 2 and Level 3:** 30 days before the tuition balance billing date for your Level 2 or 3
- \*\* Please see your training program's application for the actual calendar dates.**
- Please submit your application as a PDF – we can't accept photos.
  - Please submit only the application 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 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 for your safety – IFS Institute is not responsible for social security numbers that are not blacked out.**
- **Please submit your application as a PDF – we can't 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** for this year 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) you have, including but not limited to employer funds and/or other scholarships/grants for the training, money you receive from friends/relatives; rental property/investment income; home equity loans; anything else. List type of funds/income & amounts.**

---

---

---

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 only) \$ \_\_\_\_\_ ( \_\_ check here if you rent)

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

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

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

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

**but don't include common expenses such as utilities, food,** \$ \_\_\_\_\_

**office rent/expenses, clothes, entertainment, insurance costs,** \$ \_\_\_\_\_

**common medical expenses, vacation expenses, massages, 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 on 1 separate page.**

### SECTION 3: FULL-TIME STUDENT SCHOLARSHIP

- Complete all fields below and Section 5 (signature page) to apply for a full-time student scholarship.
- If you'd like to tell us more than what's listed below, please type your information on 1 separate page.
- We review each student scholarship application once per training.
- Attach a PDF of the front and back of your current student ID – we can't accept 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 Name \_\_\_\_\_ Advisor Email: \_\_\_\_\_

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

---

---

---

### SECTION 4: DIVERSITY/INCLUSION SCHOLARSHIP

- Complete this section and Section 5 (signature page) to apply for a diversity/inclusion scholarship.
- If you'd like to tell us more than what's listed below, please type your information on a separate page.
- We review each diversity/inclusion scholarship application once per training.

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

Please check any that apply 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:

---

---

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

---

---

---

## 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.**