

**THE LEON AND ARLINE HARMAN FOUNDATION
SCHOLARSHIP ELIGIBILITY REQUIREMENTS**

New for the 2024-25 academic year, the maximum combined annual income requirement has been increased by 5%.

This scholarship is designed to help employees who would otherwise have a financially difficult time obtaining a postsecondary education at either a university, college, technical, trade or vocational school. The foundation seeks applicants with the following qualities: good intellect, hardworking, tenacious/persistent, highly motivated and with good time management skills. These are essential for any program of study in any field.

ELIGIBILITY REQUIREMENTS

The Applicant must:

1. Be **currently** working for one of the companies on the Foundation's approved list and have at least **one year*** of service in the year prior to starting their program of study. The approved list contains all companies in the Harman Management consulting or food distribution network. ***Applicant must work a minimum of 625 hours during the qualifying year of service.**
 2. Be a U.S. citizen or have an alien registration card.
 3. Have an Adjusted Gross Income (AGI), of less than \$164,000 for those living in the San Francisco Bay Area, or \$131,000 for employees living in all other areas. The AGI can be found on line 11 of the prior years' 1040, 1040-SR or 1040-NR tax return. If you are considered a dependent by the IRS use your parent's AGI. Those applicants who are no longer a dependent of their parents should use their AGI along with their spouse's AGI (if applicable) to determine income eligibility.
- Note: If there are extraordinary circumstances regarding these financial requirements they should be documented in the application.
4. Have a high school diploma or GED certificate. **This only applies for those applying to a university or college.** Preference will be given to applicants who have a grade point average (GPA) of 2.8 or higher.
 5. Complete the application form and submit:
 - a) A letter of recommendation from your manager/supervisor.
 - b) A one to two page personal statement letter that includes:
 - A discussion of your future plans and goals.
 - A statement of why you should be considered for a scholarship.
 - An example of how you have used your motivation and initiative to solve problems in your life.
 - A description of some challenges in your life that you have had to overcome.

Each personal statement will be read carefully and should be well written and authored by only the applicant. Any evidence of plagiarism or the use of AI in the statement will result in disqualification.

6. Optional: Applicants who have talents that can be demonstrated in a short video are welcome to provide online documentation of their skills. Please upload files to a publicly accessible website (e.g., YouTube) and provide a URL with your application so the Scholarship Selection Committee can view them.

UNIVERSITY / COLLEGE INFORMATION

1. Both full and part-time students are encouraged to apply. The maximum scholarship award for any calendar year is \$8,000, and \$4,000 per semester. In addition, there is a one-time allowance of \$800 for the purchase of a computer for qualified students. Funds may only be used for tuition, books and student fees. To qualify and retain a scholarship, the following criteria must be met:

- a. The student must be enrolled in an accredited college or university and be working toward a baccalaureate or advanced degree.
- b. For-profit institutions that provide online only degrees are not allowed.
- c. The student must maintain an overall GPA of 2.5 or higher.
- d. The student must enroll for at least 6 credit hours per semester.

2. Students already enrolled in an accredited college or university, who are seeking a baccalaureate or an advanced degree are eligible to apply as long as they have an overall GPA of 2.5 or higher.

3. Scholarships will be awarded after the applicant provides evidence of admittance to the college or university of their choice.

4. The duration of the Scholarship is for one year, with the possibility of renewal at the end of the academic year. Renewals are dependent upon the student making substantial academic progress in their course of study, maintaining a GPA of 2.5 or higher and showing a continued financial need.

TECHNICAL, TRADE, VOCATIONAL SCHOOL INFORMATION

1. Both full and part-time students are encouraged to apply. The Scholarship Selection Committee will determine the maximum award amount, which will not exceed the amount awarded for university/college scholarships. Funds may only be used for tuition and/or other associated costs; e.g., tools, supplies, manuals, uniforms and other fees. To qualify the following criteria must be met:

- a) The student must be enrolled in an accredited* technical, trade or vocational school with the intent of completing the certificate/degree requirements. Career-ready degrees or certifications, licenses, etc. are eligible. (*The Foundation Board and Scholarship Selection Committee have the discretion to reject educational institutions that are not recognized by the US Department of Education.)
- b) For-profit institutions that provide online only certificates/degrees are not allowed.
- c) The student must pass all required classes with the intent of completing the program.
- d) The student must complete their curriculum within a reasonable amount of time.

2. Students already enrolled in a technical, trade or vocational school are eligible to apply for the scholarship.
3. Scholarships will be awarded after the applicant provides evidence of admittance to the technical, trade or vocational school of their choice.
4. The duration of the Scholarship will be throughout the program of study, as long as the student is completing the requirements at a reasonable pace.

REQUIRED APPLICATION MATERIALS

To be considered for a scholarship for the fall semester of 2024, the following documents must be submitted no later than **April 30, 2024:**

All Applicants:

- For non-U.S. citizens, a copy of your alien registration card.
- A letter of recommendation from your manager/supervisor.
- The application completed and signed.
- A cover letter with your personal statements. (Refer to item 5 & 6 under the eligibility requirements.)

University or College Applicants:

- An **official** high school transcript or a copy of your GED certificate.
- If you are currently attending a university or college, an **official** transcript, from the previous quarter/semester showing an overall GPA of 2.5 or higher.

The application form can be downloaded from either:

www.lahfoundation.org

or from the SharePoint:Team Harmans web page

<https://harmans1.sharepoint.com/Harmans/TeamHarmans/SitePages/Home.aspx>

For more information contact Sherry Prendergast at the Finance & Technology Office. Submit the completed application and all requested documentation to:

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