



**Philadelphia  
Drug Exchange**

## *PDE SCHOLARSHIP PROGRAM*

The PDE, founded in 1861, is an organization dedicated to the advancement of its membership by providing a forum for interaction, communication, and education. Its membership includes pharmaceutical manufacturers, the allied trade industries, and schools of pharmacy.

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### **THE PROGRAM**

The PDE has established a scholarship program to assist children of employees of its member companies who plan to continue their education in college. Scholarships are offered each year for full-time study at an accredited institution of the student's choice.

This scholarship program is administered by Scholarship Management Services<sup>®</sup>, a division of Scholarship America<sup>®</sup>. Scholarship Management Services is the nation's largest designer and manager of scholarship and tuition reimbursement programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, gender, disability or national origin.

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### **ELIGIBILITY**

Applicants to the PDE Scholarship Program must be -

- Dependent\* children of full-time USA, Puerto Rican or Canadian employees of PDE member companies as of the application deadline. There is no minimum employment service required.

*\*Dependent children are defined as natural and legally adopted children or stepchildren living in the employee's household or primarily supported by the employee.*

- High school seniors who plan to enroll in full-time undergraduate study at an accredited two-year or four-year college or university for the entire upcoming academic year.

Sons and daughters of the Board of Directors, Senior Council and Scholarship Committee of the PDE are not eligible.

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### **AWARDS**

If selected as a recipient, the student will receive a \$2,000 award. Up to four awards will be granted each year. Awards are not renewable.

Financial need will be considered for two need based awards. Financial need will not be considered for two merit based awards.

Awards are for undergraduate study only.

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### **APPLICATION**

Interested students must complete the application in English and mail it along with a current, complete high school transcript of grades and any other required documents to Scholarship Management Services postmarked no later than **April 1**. Grade reports are not acceptable. Transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken. Applicants will receive acknowledgment of receipt of their application. If an acknowledgment email is not received within four weeks, applicants may call Scholarship Management Services to verify that the application has been received. Scholarship Management Services will consider only the first 125 applications returned by April 1.

Applicants are responsible for gathering and submitting all necessary information. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by Scholarship Management Services.

Completion of "Parents Financial Data" and "Other Awards" sections of the application are optional. However, to be considered for financial need awards, these two sections must be completed. Instructions for U.S. (and Canadian) students to assist in completing the Financial Data section of the application are included.

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## **SELECTION OF RECIPIENTS**

Two scholarship recipients are selected on the basis of academic record, demonstrated leadership and participation in school and community activities, honors, work experience, statement of goals and aspirations, unusual personal or family circumstances, and an outside appraisal. Two additional recipients are selected based on the above criteria with emphasis on financial need. Additional scholarships may be awarded if funds become available.

Selection of recipients is made by Scholarship Management Services. In no instance does any PDE member, officer or member of the Board of Directors play a part in the selection. All applicants agree to accept the decision as final.

All applicants will be notified by June 1<sup>st</sup>. Not all applicants to the program will be selected as recipients.

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## **PAYMENT OF SCHOLARSHIPS**

Scholarship Management Services processes scholarship payments on behalf of PDE. Payments are made in equal installments on August 1 and December 15. Checks are mailed to each recipient's home address and are made payable to the school for the student.

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## **OBLIGATIONS**

Recipients have no obligation to PDE. They are, however, required to notify Scholarship Management Services of any changes in address, school enrollment, or other relevant information and to send a complete transcript when requested.

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## **REVISIONS**

PDE reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time including termination of the program.

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## **ADDITIONAL INFORMATION**

Questions regarding the scholarship program should be addressed to:

**PDE Scholarship Program**

Scholarship Management Services

One Scholarship Way

Saint Peter, MN 56082 USA

Telephone: (507) 931-1682

Email: [PDE@scholarshipamerica.org](mailto:PDE@scholarshipamerica.org)

*administered by*  
Scholarship America®

**Scholarship  
Management  
Services**

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## INSTRUCTIONS FOR COMPLETING THE FINANCIAL DATA SECTION OF THE APPLICATION

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The Financial Data section of the application should be completed by the PDE member employee. Information should be from a completed tax return or based on estimated information to be filed with the IRS/Revenue Canada.

1. **State/Province of Residence** is the state/province where the parents reside and pay state/province income tax.
2. **Adjusted Gross Income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law. For Canadian applicants, report Taxable Income (both parents).
3. **U.S./Canadian Total Federal Tax Paid** includes the total amount of **federal** income tax to be paid. This is **not** the amount withheld from employee's paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do **not** report state/province income tax.
4. **Total Income** of parent(s) should be reported individually. Provide information for both natural parents when possible. **If the student resides with only one parent**, financial information **must** be received from the employee or member of the company sponsoring the scholarship program and from the parent who claims the child as a dependent for tax purposes. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or claims the student as a dependent, or the student is included in the spouse's benefit plan. **If necessary, two Financial Data sections may be submitted by the student.** A copy of the Financial Data section may be made in order for one to be completed by each parent.
5. **Untaxed Income and Benefits** (For U.S. applicants only) include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.
6. **Medical and Dental Expenses** include only those expenses not paid by insurance. Do not include premium payments.
7. **Total Cash, Checking, Savings, Cash Value of Stocks, etc.**, includes liquid assets that can be used for educational expenses. **Do not include** IRA, 401k, RRSP, or other retirement plan funds.
8. **Total number of family members** living in the household and primarily supported by the reported income may include:
  - the applicant
  - the applicant's parents
  - other children living in the household
  - dependent college students living away from home
  - other people who live in the household and receive more than half of their support from the reported income
9. **Marital status** is the current status of the person from whom the financial information is submitted.
10. **Of the total number of family members on line 8, number of students attending college** includes family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Include the applicant in this number. Do not include parents.

**NOTE:** Any exceptions to providing financial information as instructed above must be submitted to Scholarship Management Services in writing.