

Jane M. Klausman
Women in Business Scholarships

APPLICATION

Updated February 2010



Jane M. Klausman

Women in Business Scholarships

A Zonta International Program, Funded through the Zonta International Foundation

General Information

The Zonta International Foundation awarded the first Jane M. Klausman Women in Business Scholarships in 1998 to women pursuing degrees in business leading to a business management career. This program was established from a bequest by Jane M. Klausman, a member of the Zonta Club of Syracuse, New York, USA, and the 1990-1995 Zonta International Parliamentarian. During her career, Ms. Klausman was a professional secretary, parliamentarian and entrepreneur.

The Scholarship

The Jane M. Klausman Women in Business Scholarships are awarded to women undertaking business studies who have demonstrated outstanding potential in the field. Zonta International offers scholarships of US\$1,000 each at the district level and twelve scholarships in the amount of **US\$5,000** each. Any woman undertaking a business and/or business-related program at an accredited university/college/institute, in at least the second year of an undergraduate program through the final year of a Master's program at the time the application is submitted, is eligible to apply. The scholarship may be used at any university, college or institute offering accredited courses and degrees. Previous international Jane M. Klausman Women in Business Scholarship recipients may not apply to renew the Scholarship for a second year.

Who is Eligible?

Women pursuing a business or business-related program who demonstrate outstanding potential in the field are eligible. On-line students are also eligible. Members and employees of Zonta International or the Zonta International Foundation are not eligible to apply for the Scholarships.

What are the Requirements?

Applicants must meet the following minimum requirements:

- ❑ Be undertaking a business and/or business-related program at an accredited university/college/institute.
- ❑ Enrolled in at least the second year of an undergraduate program through the final year of a Master's program at the time the application is submitted.
- ❑ Achieved an outstanding academic record during her academic studies, including business-related subjects.
- ❑ Demonstrated initiative, ambition and commitment to pursuing a career in business.

How Do I Apply?

Complete an official application in English (may be printed or downloaded from the Zonta International website, (www.zonta.org) and include:

1. The name, position and contact details (email and telephone) of a faculty member in the major field of study who may be contacted by the evaluation committee for a confidential reference.
2. The name, position and contact details (email and telephone) of an employer, volunteer supervisor, or academic advisor who may be contacted by the evaluation committee for a confidential reference. *(Members and employees of Zonta International are not eligible to write recommendation letters for applicants.)*
3. An essay in 500 words or less that clearly describes your academic and professional goals, the relevance of your program to the business field, and how the Jane M. Klausman Women in Business Scholarship will assist you in reaching your goals.
4. Verification of enrollment from the university/college/institute registrar.

Please note that students from the Southern Hemisphere may have limited academic records available at the time of application for club and district Jane M. Klausman Scholarships. If further records are available at the later date, these records may be included when the district forwards their nominee to Zonta International for consideration in the selection of the International Jane M. Klausman Scholarships. Candidates for the International Scholarships may be asked to submit their most recent academic results for consideration.

5. Transcripts of grades or equivalent records for all universities, colleges, or institutes, with an explanation of the grading system for each transcript submitted.
6. All non-English documents must be translated in English.
7. **All application materials must be received at the Zonta club by the deadline printed on the application. If the Zonta club contact information is not printed on the application, please locate a Zonta club nearest you by using the [Club Locator](#) at www.zonta.org, or email your name and contact information to Zonta International Headquarters at programs@zonta.org.**
8. Articles, pamphlets, books, curriculum vitae or other publications are not requested and will not be considered.
9. Applications that are incomplete or late due to postal delays, transmittal by third parties, or other circumstances will not be considered. Applications are accepted by fax, mail or email. Email submissions are preferred. Applications submitted by email must be sent as a PDF.

What is the Application Process?

The Club Evaluation Committee will consider applications and select the club awardee. Applications selected by Zonta clubs are sent to their respective Zonta District Governors. A District Evaluation Committee selects one applicant per district to submit to Zonta International Headquarters. The Zonta International Jane M. Klausman Women in Business Scholarship Committee selects twelve international recipients from the district applicants.

How may I use the Scholarship Funds?

1. The scholarship may be used for any expenses that support the achievement of a degree in a business-related field.
2. For domestic and foreign recipients studying in the United States, scholarship funds used for tuition, books, fees, supplies or required equipment for the program of study are not considered taxable income. Withholding taxes may be required on funds used for living expenses or other non-qualified expenses.
3. Recipients are not permitted to defer the Scholarship. Zonta International will consider a new application the following year, but no preferential consideration will be given to the second application.
4. Recipients may accept additional grants and scholarships from other sources.

Timetable

Applications received by Zonta clubs (contact local club for deadline -generally in May)	
Club recipient is selected and application is received by District Governor	1 July
<i>(This date might vary in the northern and southern hemispheres. Please contact your District Governor for new deadline.)</i>	
District recipient selected and application received by Zonta International Headquarters.....	1 September
Announcement of District and International Recipients	mid October

Academic Background

Applicants are required to send transcripts of grades or equivalent records from all universities, colleges or institutes attended. An explanation of the grading system must be included for each transcript.

University/College/Institute	(Year) to (Year)	Major Field	Date of Degree/Anticipated

Scholarships, Fellowships, Honors Received During the Studies Listed Above

(Attach an additional sheet if necessary)

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Volunteer and Other Activities

(Please describe your volunteer, non-scholastic activities, memberships and cultural interests):

Employment

From (Month/Year)	To (Month/Year)	Employer	Address	Type of Work or Position Held

Referees

Please provide names and contact details of a faculty member in the major field of study and an employer, volunteer supervisor or academic advisor. These people may be contacted for a confidential reference which will be sent to the evaluation panel and will not be available to you.

Name	Position	College/University/Institute	Email Address	Telephone
1.				
2.				

Declaration by Applicant

I will take responsibility for school expenses (such as living, traveling, clothing) which are in excess of the US\$5,000 grant should I be the recipient of an International Jane M. Klausman Women in Business Scholarship. I grant permission to Zonta International and Zonta International Foundation to use my name and photograph in the literature designed to promote the Zonta International Jane M. Klausman Women in Business Scholarships. I waive any right to review references provided in confidence.

I certify that all of the information contained in my application form is accurate to the best of my knowledge. I understand that, at the option of the Zonta club sponsoring my application or the Zonta district, or Zonta International, I may be interviewed as a candidate for the Jane M. Klausman Women in Business Scholarship. I consent to the electronic or hard copy publication by Zonta International of material in my application.

Signature _____ Date _____

How did you learn of the Jane M. Klausman Women in Business Scholarship?

Please check the appropriate items:

- Newspaper
- Department/Teacher
- Directory of Grants at University of Financial Aid Office
- Directory of Grants not at University (e.g. public libraries)
- Web site (name): _____
- Zonta Club Member: _____
- Zonta Club of: _____
- Other: _____

Applicant checklist

Please check all items included with the application:

- Transcripts
- Details of referee from faculty
- Details of referee employer/advisor
- Verification of current enrollment form
- Signature

PROFESSIONAL INFORMATION AND GOALS

(Please type in English.)

In 500 words or less, please describe your academic and professional goals, the relevance of your program to the business field, and how the Zonta International Jane M. Klausman Women in Business Scholarship will assist you in reaching your goals.



Verification of Current Enrollment
Jane M. Klausman
Women in Business Scholarship

I certify that _____ is currently enrolled in
(name of student)

_____ in _____
(year of degree program) (name of course/degree being studied)

at _____
(name of College/University/Institute)

(address College/University/Institute)

(signature of College/University/Institute official) (date)

(official stamp of the College/University/Institute)

This requirement may be deferred if the application deadline precedes the university/college/institute enrollment period. The applicant must provide written confirmation of the enrollment period with the application. Scholarship recipients must provide verification of enrollment before scholarship funds will be released in November.

Students from the Southern Hemisphere may only have limited academic records available at the time of application for club and district Jane M. Klausman Scholarships. If further records are available at the later date, these may be included when the district forwards their nominee to Zonta International for consideration in the selection of the International Jane M. Klausman Scholarship.