

**UNITED METHODIST CITY SOCIETY**  
**GUIDELINES FOR THE REV. DR. WILLIAM M. JAMES SCHOLARSHIP**  
**FOR THE ACADEMIC YEAR 2016-2017**

Requirements and Procedures

- I. The applicant must be a member of a United Methodist Church in the New York Annual Conference.
- II. The scholarship shall be granted primarily to a person studying in a degree program at a college, university or seminary approved by the Scholarship Committee. Other criteria listed in IX.
- III. Applicant must present to the Scholarship Committee a current transcript of scholastic standing in the school where the applicant has been studying, a diploma, and/or a copy of the letter of acceptance in the college or seminary where the applicant will be studying. A transcript from a previous school or previous year in a school is required; a résumé, a listing of awards and a listing of church activities is also required.
- IV. Letters of reference will be required from the applicant's pastor, a lay person who is a leader in their church and a teacher or professor of the school they currently attend.
- V. Applications for the Rev. Dr. William M. James Scholarship are received through the office of the United Methodist City Society, 475 Riverside Drive, Room 1922, New York, NY 10115. Attn: Rev. Dr. William S. Shillady. Email of the files for the application will be acceptable at [bshillady@umcitysociety.org](mailto:bshillady@umcitysociety.org)
- VI. The scholarship granted shall be paid to the educational institution involved. For the check to be issued to the business office of the school, it shall be the responsibility of the recipient to send the following to the Scholarship Committee at the United Methodist City Society office:
  1. The applicant's proof that he/she is fully registered in the college or seminary. (official registration form)
  2. The applicant's course list.
  3. The business office bill for tuition.

Upon verification UMCS will issue the scholarship check made payable to the institution. It will be sent to the recipient to give to the institution's business office. Grants will vary depending upon full time and part time programs.

- VII. If a student leaves the school after being granted a scholarship, the school shall return any remaining balance to the Rev. Dr. William M. James Scholarship Fund.
- VIII. Financial need will be taken into consideration. Please complete the financial information part of the application and provide a copy of your Federal 1040 form, or your parents' 1040 form (The first two summary pages.) Additional forms and information may be requested. Also provide a copy of the Application for Federal Student Aid (FAFSA) form if applicable.
- IX. Scholarship monies will be used in the following priority areas:
  - a. Undergraduate degree program
  - b. Graduate first-degree program

- X. The funds will NOT be available for those who are doing additional graduate work, continuing education or a Doctoral degree program.
- XI. The deadline for scholarship application is May 12th, 2016 at 12 Noon if hand delivered or sent by email. The application must be at the United Methodist City Society offices via USPS, UPS, or FED EX (Postmarked – May 12th, 2016)

All questions should be addressed to Rev. Dr. William S. Shillady,  
Executive Director of the United Methodist City Society.

Contact:

The Rev. Dr. William M. James Scholarship Committee  
c/o Rev. Dr. William S. Shillady  
Phone: 212-870-3094  
Email: [bshillady@umcitysociety.org](mailto:bshillady@umcitysociety.org)  
Fax: 212-870-3091

THE SCHOLARSHIP COMMITTEE

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*Rev. Dr. John E. Carrington*

*Rev. William R. Freeman*

*Mrs. Jade Sharp-James*

*Mr. Ryan L. James*

*Rev. Dr. William S. Shillady*

*Rev. Dr. Anthony J. Shipley*

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