



**website: [ashleyscholarship.org](http://ashleyscholarship.org)**

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## **Process for Blind Review of Applications**

Due to the fact that applicants or members of their family may be known to members of the selection committee on a personal level, all efforts will be made to make the selection process a blind review of applications. This involves the following process:

### **Step 1:**

- A Scholarship Team member *who is not a member of the selection committee* will be charged with accepting the applications and ensuring all necessary documents are present. They will contact applicants if there are any issues with the application.
- Once all documents are received and complete, this team member will assign an applicant number to the file and this number will be the only identifier known to members of the selection committee.
- This team member will also review the Letters of Reference and Personal Information section of the Application Form, to ensure no identifying information was included by the referees or applicant. No names or other identifiers will be left on the forms submitted to the committee.

### **Step 2:**

- The anonymous sections of the application documents identified by applicant number only will then be reviewed by the selection committee and a decision by unanimous agreement returned to the Scholarship Team. Only after this decision is reached will the identity of the recipient be revealed.
- Once the identity is known, no further review of applications will take place and the decision will be final.
- However, applicants will have the right to decline the award in which case, the applicant rated next most deserving would be awarded the scholarship. Only at this time would the identity of this person be revealed to the committee.
- In this way, no unsuccessful applicant's identity will be known to the selection committee.

If you have questions or concerns about this process please contact us via email:

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