



JC Runyon  
FOUNDATION

## 2018-19 Eligibility Requirements

- \* All applicants must have completed at least one inpatient stay in an accredited psychiatric facility, substance abuse center, or similar behavioral health treatment center. Intensive outpatient treatment or partial programs are not sufficient for our purposes. We accept discharge papers (with admission and discharge dates) as well as a letter of acknowledgement from the facility. Your specific diagnosis and private information are not needed and your information is kept private. Any sensitive information that we receive is kept in a secure location and /or shredded. **WE DO NOT NEED YOUR FULL MEDICAL RECORD.**
- \* All applicants must have been accepted into an accredited college, university or trade school. A copy of your acceptance letter/email is sufficient. Only **UNDERGRADUATE** students attending school in the United States will be considered.

There are no age restrictions, or specific time frame between high school graduation and college. If you are already enrolled in college or have some hours already due to AP courses, please indicate this on the application.

That's it. Once we receive your completed application, we will contact you via email. Please check your email often and check our website and social media for updates. This is our preferred form of communication, you don't want to miss out on an interview if you're selected as a finalist!

Completed Applications may be submitted directly to our office address listed below or electronically to the following email address:

APPLICATION@jcrunyonfoundation.org

If you have any other questions, please look at the FAQ page on our website, or email us at ADMIN@jcrunyonfoundation.org

Good Luck!

\* 8295 Tournament Drive, Suite 201 \* Memphis, TN 38125\*  
(901) 969-3115  
www.jcrunyonfoundation.org



## Application Submissions Must Include:

- \* **Completed Application** - Can be found at [www.jcrunyonfoundation.org/applyhere](http://www.jcrunyonfoundation.org/applyhere)
- \* **2 Letters of Reference** - Can be included in the packet or sent separately. It is your responsibility to ensure it is sent in time, please ensure your first and last name is included.
- \* **Proof of Successful Completion of Inpatient Program** - Can be discharge papers (copy is fine) or a letter from the facility itself. Do not send your full medical records
- \* **Transcripts from High School or Most Recent College** - Must be official
- \* **Essay About Your Journey. How I Am Living My Next Chapter** - No more than 3 pages typed double spaced, please put your name on every page.
- \* **Letter of Acceptance from College/University** - Not necessary if you're already enrolled in college, a copy of the email is fine.

***Completed Packets Must Be Received By  
March 2nd, 2018 by 5:00 pm CST:***

### Send Submissions To:

JC Runyon Foundation  
8295 Tournament Drive, Suite 201  
Memphis, Tennessee 38125

Or Electronically:

[APPLICATION@jcrunyonfoundation.org](mailto:APPLICATION@jcrunyonfoundation.org)

### Electronic Submission Requirements:

Send all files as a PDF only. JPEG or similar files will not be accepted. It is your responsibility to ensure the files are sent according to our requirements. If you wait until the final day and the submission standards are not met, it will not be accepted.

***Late or Incomplete Submissions Will Not Be Considered.***

**Questions? Email [admin@jcrunyonfoundation.org](mailto:admin@jcrunyonfoundation.org)**