

2024



ZONTA  
INTERNATIONAL

Jane M. Klausman

# WOMEN IN BUSINESS SCHOLARSHIP DESCRIPTION

The Zonta International Jane M. Klausman Women in Business Scholarship expands opportunities for women in business.



The program operates at the Zonta club, district/region and international levels. Zonta International offers 37 international scholarships of US\$5,000. Each district/region may submit one applicant for consideration for an international scholarship. The five largest districts may submit a second applicant for a total of two applicants.

### Timetable

Applications received by Zonta clubs.....	Contact local club for deadline (generally April-June)
Club recipient is selected and application is received by governor/region representative .....	15 August or deadline determined by district/region
District/region applicant selected and application received by ZI Headquarters .....	15 October
Official announcement of international recipients.....	December

## Background information

Named in honor of Jane M. Klausman, a member of the Zonta Club of Syracuse, New York, USA, and the 1990-1995 Zonta International Parliamentarian, the first Jane M. Klausman Women in Business Scholarships were awarded in 1998 to women pursuing degrees in business leading to a business management career. Since then, Zonta has awarded 750 scholarships, totaling more than US\$2 million, to 596 women from 74 countries.

## 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 up to 37 international scholarships of US\$5,000 each. Any woman undertaking a business program at an accredited university/college/institute, including online students, 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 to the local Zonta club, is eligible to apply. The Scholarship may be used at any university, college or institute offering accredited courses and degrees.

## Who is eligible?

- Women of any age, pursuing a business program with major field of specialization in accounting, economics, finance, business management, business technology, information technology, marketing, operations management, human resources management, international business, or entrepreneurship at an accredited university/college/institute, who demonstrate outstanding potential in the field and are living or studying in a Zonta district/region, are eligible.
- Online students are also eligible to apply if enrolled at an accredited university/college/institute.
- Students must be 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 to the local Zonta club. Applicants must still be in school at the time the scholarship funds are disbursed and must not graduate before April 2025.
- Previous district and international Jane M. Klausman Women in Business Scholarship recipients may not apply to renew the Scholarship for a second year.
- Club members and individuals with direct membership with Zonta International and employees of Zonta International and Zonta Foundation for Women, and their family members (ancestors, descendants, adoptees, siblings, nieces or cousins, and those of their spouse or co-habiting partner), are not eligible to apply for the Scholarship.
- Golden Z club members are eligible to apply.
- Applicants from geographic areas within a Zonta district/region where no clubs are located will be considered and are eligible to apply for the international scholarships via a Zonta district/region.

## 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.
- Be 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 to the local Zonta club or district.
- Must submit the Zonta International verification of current enrollment form (see page 7), or provide an official stamped confirmation of enrollment with graduation information from the university/college/institution with application materials. Acceptance letters **are not** verification of enrollment and **will not** be accepted.
- Must still be attending school at the time the scholarship funds are disbursed and must not graduate before April 2025 to receive this scholarship.
- Achieved an outstanding academic record during her academic studies, including business subjects.
- Demonstrate initiative, ambition and commitment to pursuing a career in business.

## How do I apply?

Applicants must locate a Zonta club near them by using the Club Locator at [zonta.org/locateclub](https://zonta.org/locateclub) to receive the deadline and an address to submit application to, or for assistance, email your name and contact information to Zonta International Headquarters at [programs@zonta.org](mailto:programs@zonta.org). Note that applications may be submitted to a Zonta club or district in the language(s) accepted by the club or district by the deadline printed on the application. Only typed applications will be accepted and considered.

The following documents are to be submitted in the application package. Application form can be downloaded from the Zonta International website, ([zonta.org](https://zonta.org)) and must include:

- One recommendation from a faculty member in the major field of study.
- One recommendation from an employer, volunteer supervisor, or academic adviser. (*Club members and employees of Zonta International and Zonta Foundation for Women are not eligible to write recommendation letters for applicants.*)
- Essay of 500 words or less that clearly describes your academic and professional goals, the relevance of your program to the business field, demonstrates your initiative, ambition and commitment to pursuing a career in business, and defines how the Jane M. Klausman Women in Business Scholarship will assist you in reaching your goals. (Essays exceeding 500 words **will not** be considered.)
- Zonta International Verification of Current Enrollment form signed by the university/college/institute registrar (see page 7 of application), or an official stamped confirmation of enrollment and graduation information from the university/college/institution. Acceptance letters **are not** verification of enrollment and **will not** be accepted. Please note that students from the southern hemisphere may have limited academic records available when the application is due to the club or district/region. If further records are available later, these records may be included when the district/region forwards their nominee to Zonta International for consideration in the selection of the international Jane M. Klausman Women in Business Scholarships. Candidates for the international scholarships may be asked to submit their most recent academic results for consideration.
- List and include official detailed transcripts of grades or equivalent records for all universities, colleges or institutes attended with an explanation of the grading system for each transcript submitted. Note: Grades for current area of studies must be included to be considered. Do not submit unofficial transcripts as they **will not** be accepted.
- Applicants from geographic areas within a Zonta district/region where no clubs are located may apply via a Zonta e-club or directly to the district/region to be eligible for the international scholarships. **All application materials must be received at the Zonta club by the deadline printed on the application.** Please note that applicants may not apply to more than one Zonta district.
- Information other than official transcripts and recommendations must be limited to the space provided; attachments, articles, pamphlets, books, curriculum vitae or other publications are not requested and will not be considered.
- 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 email or regular mail; however, email submissions are preferred. Applications submitted by email must be signed and 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 governor/region representative.
- A district/region evaluation committee selects one applicant per district/region to submit to Zonta International Headquarters. The five largest Zonta districts in terms of membership numbers may submit two applicants to Zonta International.
- The Zonta International Headquarters team confirms the eligibility of the applicants put forth by the districts/region and submits a recommendation to the Zonta International Board for approval.

## How may I use the scholarship funds?

- The scholarship may be used for any expenses that support the achievement of a degree in business.
- The payment of US\$5,000 is planned for January 2025 subject to any U.S. sanctions regulations.
- 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.
- 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.
- Recipients may accept additional grants and scholarships from other sources.

## Tax considerations

The following considerations will help define which type of payment will fit the applicant's purposes best.

- "Scholarship": to be used for tuition, fees and materials (books, supplies and equipment) required for courses at a college or university only. As a scholarship to be used for tuition, fees and materials, the income is tax free.
- "Scholarship": to be used for living expenses while attending a college or university. Although tuition and related expenses are tax free, income used for living expenses is considered taxable income. Tax forms will be provided to all awardees, as required. Withholdings range from \$0 (tax treaty) or 14% (appropriate student VISA) to 30% for non-U.S. residents.
- Supplemental awards and scholarships that are directly paid by a club or district will follow the tax regulations of their taxing authority.