



## CALUMS QUARTERLY SCHOLARSHIP AWARD GUIDELINES

### Policy Guidelines and Procedures

#### A. POLICY

1. This scholarship is provided to a maximum of five (5) students each quarter.
2. The Scholarship Committee may, however, choose to increase the number of scholarship recipients at any time.
3. The scholarship amount to be given to each recipient per quarter term is Four Hundred Dollars (\$400.00).
4. A student may receive this scholarship only once during the student's program of study in CALUMS.
5. All scholarship applications must be submitted by the Friday of Week 5 of the quarter.

#### B. ELIGIBILITY REQUIREMENTS

1. Student must be currently registered in CALUMS.
2. Student must have completed at least three (3) quarters with full academic load each quarter. Full academic load means at least three (3) courses registered a quarter for undergraduate students, at least two (2) courses registered a quarter for graduate students.
3. Student must have a cumulative GPA of at least a 3.0 for undergraduate level, 3.5 for graduate level.

Students who are on On-Campus Employment may be eligible to apply for this scholarship. However, those who are already receiving other forms of financial assistance are not eligible to apply.

#### C. PROCEDURES

1. Student must submit a written essay to the Office of Student Services on or before the close of business hours of the Friday of the fifth (5th) week of each quarter term.
2. The required format for the written essay is as follows: one-sided, letter-sized, double-spaced, 1 inch margins on all sides. Do not staple.
3. With a maximum of 2 pages, the written essay must include the following:
  - a. An identification of the student - name, program currently enrolled in, and expected graduation date.
  - b. A brief introduction – student's background, interests, past work experience, prior education, experience in CALUMS, and future plans; altogether relevant to the scholarship application.
  - c. An explanation how this scholarship would help the student succeed in CALUMS. Describe or narrate prior or current specific event/s or elements of financial hardship/s that are relative to the scholarship application.
4. The Office of Student Services will review all applications in terms of the above requirements and procedures, and schedule the Scholarship Committee meeting.
5. The members of the Scholarship Committee will deliberate on each of the applications and determine the award recipients for the quarter. The committee's determination of award recipients will be final.
6. The list of award recipients signed by each committee member will be given to the Finance Office to prepare and issue the individual checks for the award amount to the student/s.
7. The awarding ceremony for the scholarship award will be determined by the scholarship committee.
8. All other policy guidelines and procedures prior to the issuance of this memorandum shall be deemed rescinded.



# CALUMS

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## CALUMS QUARTERLY SCHOLARSHIP AWARD APPLICATION FORM

Student must apply for this award by the deadline. The applicant must be a currently enrolled student who has completed three or more quarters, full-time, at CALUMS. The applicant must have a cumulative GPA of at least a 3.0 for undergraduate level, 3.5 for graduate level. A student cannot receive more than one during his or her degree program. English as a Second Language students are not eligible.

Scholarship requested for the  Winter  Spring  Summer  Fall Year 20\_\_\_\_\_

|   |   |                       |                                 |
|---|---|-----------------------|---------------------------------|
| <b>STUDENT ID #</b>                                       |   | <b>Degree Program</b> |                                 |
| <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. | <b>Family (Last) Name</b>                                   | <b>First Name</b>     | <b>Middle Name</b>              |
| <b>Street Address</b>                                     |   | <b>City</b>           | <b>State Zip Code</b>           |
| <b>Telephone No.</b>                                      | <input type="checkbox"/> Home <input type="checkbox"/> Cell | <b>Email Address</b>  |                                 |
| <b>Signature</b>  |   |                       | <b>Date of Birth (mm/dd/yy)</b> |

- For Office Use Only -

|  |                                    |
|--|------------------------------------|
| <b>Check List</b>  |                                    |
| <input type="checkbox"/> Currently registered at CALUMS  |                                    |
| <input type="checkbox"/> Completed three or more quarters with full academic load.                       |                                    |
| <input type="checkbox"/> CGPA is 3.0 or higher for undergraduate level, 3.5 or higher for graduate level |                                    |
| <input type="checkbox"/> Submitted essay (2 pages)   |                                    |
| <input type="checkbox"/> Did not receive any quarterly scholarship, or any form of financial aid.        |                                    |
| Checked by _____   | _____                              |
| Name / Title   | Signature                          |
| Start Date: _____  | Anticipated Graduation Date: _____ |
| Student's GPA to date: _____   |                                    |
| Does the student have a substantial tuition balance? <input type="checkbox"/> Yes(\$_____)               |                                    |
| <input type="checkbox"/> No  |                                    |
| Scholarship request is <input type="checkbox"/> Approved <input type="checkbox"/> Denied                 |                                    |
| Reason / Recommendation: _____   |                                    |
| _____  |                                    |
| Signature _____  | _____                              |
| Academic Dean  | Date                               |