



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 at least 3.0(for Associates and Bachelors) and 3.5(for Masters) in overall GPA. 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_____

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

- For Office Use Only -

Check List	
<input type="checkbox"/>	Currently enrolled at CALUMS
<input type="checkbox"/>	Completed three or more quarters
<input type="checkbox"/>	CGPA is 3.0 or higher for Associates and Bachelors, and 3.5 or higher for Masters
<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



CALUMS QUARTERLY SCHOLARSHIP AWARD GUIDELINES

Policy Guidelines and Procedures

A. POLICY

1. The CALUMS Quarterly Scholarship Award will provide up to five (5) students each quarter. However, the Scholarship Committee at its discretion may choose to increase the number of recipients.
2. Students receiving other types of financial aid or university assistance do not qualify for this program. (Note: On-campus employment is not defined as “university assistance”.)
3. The amount to be awarded to each recipient per quarter term will be \$700.
4. All scholarship applications must be submitted by the Friday of Week 4 of the quarter.
5. A student can receive this award once for the entire duration of his or her program of study in CALUMS.

B. ELIGIBILITY REQUIREMENTS

1. Student must be currently enrolled 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 in the quarter for undergraduate students; and at least two (2) courses registered in the quarter for graduate students.
3. Student must have earned a cumulative GPA of at least a 3.0 (for undergraduate level), or at least 3.5 (for graduate level).

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.