

ABAEOP STUDENT APPLICATION FORM

GUIDELINES

NOTE: Be sure to read guidelines and application carefully and include all necessary attachments and forms. All nominees submitted to the *Local* Scholarship chairman must be on the most current form as approved by the Board of Directors. The forms must be typed. Scholarships may be used for tuition, books and fees. Scholarship funds will be available after May 1 of the year the scholarship is awarded. Expenses incurred prior to the award date will not be reimbursed.

The Alamance-Burlington Association of Educational Office Professionals awards annual scholarships in the amount of \$300.

To qualify, the scholarship applicant must:

- A. Be a citizen of the United States and attending or graduated from a high school in Alamance-Burlington high schools.
- B. Be a graduating high school senior who has applied for admission in a post secondary institution program.
- C. Submit a completed application with the following attachments:
 1. Photograph (see cover sheet for directions)
 2. One-page biographical sketch on “Why I Am Choosing to Further My Education.”
 3. Most current official high school transcript which he/she is currently enrolled, to include grade-point average, standing in class, scholastic aptitude test scores and other pertinent information as required by the application for the educational institution.
 4. Graduating senior in high school, in addition to the high school transcript, must attach a letter or email from post secondary institution stating application for admission has been received and course of study student is pursuing.
 5. Three (3) letters of recommendation as outlined below:
 - a) One (1) from a principal, counselor or other school administrator which should describe that student’s activities and leadership record in school, personal traits, character, initiative, home background and student’s financial need.
 - b) One (1) from a teacher.
 - c) One (1) from someone *other than* a member of the sponsoring association or the applicant’s family.
 6. NO other information on the nominee will be accepted.
 7. Acceptance letter from post secondary institution must be submitted prior to payment of scholarship awards.

Student Scholarship Application

Cover Sheet

Use this as your cover sheet. Picture *must* fit one of these boxes. Please glue to the page. Do not use tape.

Picture must be no smaller than 2 1/2' x 3 1/2'' and no larger than 3 1/2 x 5''.

Applicant: _____

District: _____

Alamance-Burlington Association of Educational Office Professionals

STUDENT SCHOLARSHIP APPLICATION FORM

The candidate is to complete the application, attach a small photograph, secure the required attachments as listed in the guidelines and return all materials to the sponsoring association by the due date listed on the Routing Form. Must Be Typed.

EDUCATIONAL AND PERSONAL DATA

Date of Application _____

Full Name _____ (Last) (First) (Middle)

Permanent Address _____

Birthday ____/____/____ Phone # (____) _____ U.S. Citizen YES ____ NO ____

Email address: _____

Name and Address of School You Now Attend _____

School You Plan to Attend _____ Date of Semester You Enrolled/Plan to Enroll _____

Career Objective _____

If more room is required, you may attach one additional sheet to answer all of the questions below. If you use an additional sheet, please type "See Attached" on this application form under the appropriate question.

What Honors, Achievements or Recognition Have You Received During Your High School/College Years?

Extracurricular Activities In School (Include year you participated)

Community, Church, or Civic Activities

Name Two or Three Hobbies or Special Interests

Have You Been Employed Part-Time After School or in the summer? ____ If so, list your jobs:

FINANCIAL ANALYSIS

Applicant's Gross Annual Income \$

Father/Guardian Gross Annual Income \$

Mother/Guardian Gross Annual Income \$ _____

Other Expected Income (Ex: Social Security, other scholarships, grants, etc. *) \$ _____

*List, if applicable _____ Total Income \$ _____

Number Of Dependent Brothers and Sisters _____ Are Any Of These Attending College? ____ If Yes, Where?

Other Dependents (Explain Relationships)

Anticipated Annual Expenses For tuition, Books, & Supplies \$ _____

I certify the above information to be true and correct.

Signature of Applicant

Alamance-Burlington Association of Educational Office Professionals

ABAEOP STUDENT SCHOLARSHIP APPLICATION FORM (Continued)

This Form Must Be Typed

**“Why I Am Choosing To Further My Education”
(Include Statement of Financial Need)**

Signature of Applicant

ABAEOP Scholarship Student Application Checklist

Have you included:

- _____ 1. Completed Application
- _____ 2. Photograph
- _____ 3. One-page biographical sketch
- _____ 4. Transcript
- _____ 5. Graduating Senior - a letter or email from post high school stating application for admission has been received and course of study student is pursuing.
- _____ 6. Letter of reference from Administrator/
School Counselor
- _____ 7. Letter of reference from teacher
- _____ 8. Letter of reference other source
- _____ 9. US Citizen and attending a high school in North Carolina
- _____ 10. Graduate or Senior
- _____ 11. Submit three (3) copies (1 original and 2 copies)