

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; **OR** if freshman in post-high school program - a letter or statement from the school stating the applicant is currently enrolled as a full-time student and the course-of-study student is pursuing.
- _____ 6. Letter of reference from Administrator/Counselor
- _____ 7. Letter of reference from teacher
- _____ 8. Letter of reference other source
- _____ 9. US Citizen and attending a high school in Cumberland County
- _____ 10. Graduate or Senior
- _____ 11. Submit six (6) copies (1 original and 5 copies)

CCC North Carolina Association of Educational Office Professionals, Inc.
SCHOLARSHIP ROUTING FORM
Student Application
Must Be Typed and Must Be Complete

Local Association Responsibilities (Name and Address Section)

- I.** Completed applications should be returned to high school counselors.

Deadline to be sent back to Local Association: April 07, 2017

Send to: Tresea Adams, Local Scholarship Chairman

Address: Central Records, Operations Center 810 Gillespie St, Fayetteville, NC 28306

Amount of awards

(2) \$1000 awards for a member's child.

(1) \$500 award for a member's child

(1) \$500 award for member**

**In the event that there are no member applicants, the \$500 award will go to a student in Cumberland County Schools.

One nominee will be selected by an impartial committee and submitted to the District Association to compete for a District scholarship.

Student Scholarship Application

Child of an NCAEOP member? _____
If so, please list their name: _____

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: _____

**North Carolina Association of Educational Office Professionals, Inc.
CCC NCAEOP 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 CCC North Carolina Association of Educational Office Professionals, Inc. awards annual scholarships in the amount of \$2,500. Applications are received on the local level with winners advancing to District, State and National competition. Scholarships are awarded on the basis of academic achievement, initiative and financial need. An alternate recipient shall be selected.

To qualify, the scholarship applicant must:

- A. Be a citizen of the United States and attending or graduated from a high school in North Carolina.
- B. Be a graduating high school senior who has applied for admission in a post-high school program or a freshman in a post-high school 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 high school stating application for admission has been received and course of study student is pursuing; **or** if freshman in post-high school program, in addition to the high school transcript, must attach a letter or statement from the school which states that the applicant is currently enrolled as a full-time student and the course of study the applicant 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-high school must be submitted prior to payment of scholarship awards.

The progression of scholarship awards should be ranked first place to last place with first place winner receiving the most in monetary value and the last place receiving the least in monetary value.

North Carolina Association of Educational Office Professionals, Inc.
2016 ~ 2017

CCC-NCAEOP STUDENT SCHOLARSHIP
APPLICATION FORM

The candidate is to complete the application, attach a small photograph, and 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

Revised June 2011

North Carolina Association of Educational Office Professionals, Inc.
CCC NCAEOP 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