



BPW/UTAH FOUNDATION

Scholarship Application Instructions to Applicants

Before applying, please read these instructions very carefully. Be sure that you meet the eligibility criteria and that you can fulfill the scholarship requirements.

Fill out the application form completely. Type or print clearly in black or blue ink. Please note that your application will not be considered for review until all supporting material, including letters of recommendation, has been received. Incomplete applications cannot be considered. No materials will be returned. **Please complete and return this application at least 30 days prior to the date that funds are needed.**

Eligibility criteria:

- Applicants must be 27 years of age or older.
- Applicants may be female or male.
- Applicants must be U.S. citizens or a legal immigrant.
- Applicants must be officially accepted into a program of study at an approved institution within the state of Utah.
- Applicants must be acquiring marketable skills that will increase their economic security.
- Applicants must be entering or reentering the workforce to acquire skills that will upgrade their position of employment.
- Applicants must demonstrate critical financial need, subject to verification.
- Scholarships are granted for trade, associate or bachelor degrees

Scholarships are awarded for not more than a one-year period to cover tuition, fees, and other school-related expenses such as childcare and transportation. Scholarships cannot be used for expenses incurred before the period covered by this scholarship application.

No cover letter is necessary. Be sure to keep a copy of your application in case the original is lost in the mail. **Applications will not be returned.** When all application documents have been received, including the Letters of Recommendation, applicants may be contacted to schedule a personal interview with members of the Selection Committee. **If you need assistance in completing this application, you can contact Shannon Jacobs at 801-268-2360 or email at shannon4720@comcast.net.**

Find Application on Line - <http://www.utahbusinesswomenbpw.org/BPWUtahFoundation.html>

BPW/Utah Foundation Scholarship Application Form

Please type or print all information. All questions must be answered.

Section I Personal Data

Name: _____
(Last name) (First) (Middle) (Maiden)

Present Address: _____
(Number and Street)

(City) (State) (Zip)

Permanent Address: _____
(Where you can always be reached) (Number and Street)

(City) (State) (Zip)

Home Phone: () _____ Work Phone: () _____

Mobile Phone: () _____ Email Address: _____

Social Security Number: (Last 4 digits only) _____ U.S. Citizen? Yes No

Date of Birth: _____ Age: _____

How many dependents will you be supporting, excluding yourself,
during the period covered by this BPW/Utah scholarship application? Children: _____ Adults: _____

Section II Education Program For Which Scholarship Is Requested

If the program for which these funds are requested requires formal
admission procedures, have you been accepted? Yes No

Name of School: _____

Address: _____

Is your school a public or a private institution?

Field of Study: _____

Specific degree/certificate you expect to receive
and/or course of study that you expect to complete: _____

Will you attend part-time or full-time?

Date course or term for which funds are requested is scheduled to begin: _____

When do you expect to complete this course of study? _____

Section III Financial Statement

NOTE: Please attach verification of income (e.g., W4, last pay stub).

1. Anticipated household income during the period covered by this scholarship application:

- a. *Income*
 - Net Wages and Salary (after taxes) _____
 - Interest and Dividends _____
 - Child Support/Alimony _____
 - Social Security _____
 - Disability Payments (explain) _____
 - Welfare _____
 - Other (explain) _____

TOTAL INCOME: _____

- b. *Assets*
 - Savings Accounts _____
 - Other (explain) _____

TOTAL ASSETS: _____

2. Anticipated expenses during the period covered by this scholarship application:

- a. *Living Expenses*

Per month

 - Rent _____
 - Utilities _____
 - Food _____
 - Clothing _____
 - Transportation _____
 - Childcare _____
 - Insurance _____
 - Other (explain) _____

- b. If you have dependents currently enrolled in college or other institutions, what amount do you supply toward their expenses annually? _____

TOTAL EXPENSES: _____

3. Anticipated education-related expenses during the period covered by this scholarship application:

Note: Please attach verification of tuition, fees, books and fees.

- a. Tuition and Fees _____
- b. Books and Supplies _____
- c. Transportation _____
- d. Childcare (needed because of studies) _____
- e. Other (explain) _____

TOTAL EDUCATIONAL EXPENSES: _____

4. Funds available to you for your education during the period covered by this scholarship application:

- a. Funds available to you from your income and assets _____
- b. Funds available to you from scholarships, grants, loans, bequests, or gifts of money that you are sure of receiving in the period covered by this application _____

TOTAL AVAILABLE FUNDS: _____

5. Total amount requested:

If your income or assets are not available for your education, please explain (use additional sheets if necessary). List other sources you have applied to for education assistance and how much you have requested (if you have not applied for any assistance, please explain):

Please indicate any unusual expenses or other pertinent information concerning your financial assets and obligations, which would be helpful in assessing your need (use additional sheets if necessary):

Section IV Educational Background

If you are not currently enrolled in an educational institution, you must furnish a transcript from the last educational institution you attended. If you are currently enrolled, you must furnish a transcript from your present institution. PHOTOCOPIES ARE ACCEPTABLE. Transcripts *may* be mailed separately; however, it is advisable to mail them with your application.

Check highest education level achieved:

- some high school
- high school graduate
- some college
- college or university degree
- some business/technical school
- business or technical degree/certificate

List in chronological order, starting with the most recent, all schools or training courses you have attended since high school.

Month/Year (from-to)	Name/Location	Field of Study	GPA	Degree	Date Degree Received/Anticipated

Section V Paid Employment and Community Involvement

Attach a resume showing work experience and community or volunteer service.

Will you work while you continue your education?

- No Yes part-time full-time

Section VI Employment

Describe future opportunities for your anticipated career (e.g., salary, employment opportunities, qualifications)

How did you learn about the BPW/Utah Foundation Scholarship program?

Section VII Career Objective

Please define your short-term career goals and specifically how this proposed training will help you to accomplish these goals. Include your timeframe for achieving these goals, and explain how they apply to your long-range career goals.

Section VIII Personal Accomplishment

In 100 words or less, please describe your most significant accomplishment to date.

Section IX Additional Personal Information

On a separate piece of paper, please provide any additional personal information that you feel might be helpful to the Selection Committee.

Section X References

Please list below the two people you have requested to complete the enclosed recommendation forms in support of your application. Letters are accepted from former teachers, school officials, employers, neighbors, friends, or other persons not related to you. **It is your responsibility to verify that these references have been sent.** Applications will not be considered without appropriate references.

Name: _____ Position: _____

Name: _____ Position: _____

If we make available a list of scholarship applicants, may we include your name and address?

Yes No

Section XI Certification

I certify that to the best of my knowledge the information contained in this application is true and correct. I understand that the application will not be considered for review unless it is signed and dated. I also understand that the application will not be complete until both letters of recommendation and all necessary transcripts are received. It is also my understanding that no material will be returned and that all information in this application is subject to independent verification.

Signature: _____ Date: _____

Please return completed application to:
BPW/Utah Foundation Selection Committee
PO Box 561
Salt Lake City, UT 84110-0561

**BPW/Utah Foundation
Scholarship
Letter of Recommendation**

Please type or print all information.

Name of Applicant: _____

To be completed by recommender:

Name: _____
Position or Title: _____
Address: _____
Phone Number(s): _____
Email Address: _____

Please comment on the following:

1. Capacity in which you have observed the applicant and length of time you have known the applicant
2. Your evaluation of the applicant's past academic, employment or volunteer record
3. Your judgment of the applicant's ability to undertake and complete training
4. Your evaluation of the applicant's career potential
5. Any other information that would assist the Selection Committee

Use the reverse side of this form if necessary, or attach a separate document.

Please complete and return to:

BPW/Utah Foundation Selection Committee, P.O. Box 561, Salt Lake City, UT 84110-0561

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