

Student Application Checklist

Have you included?

- _____ 1. Completed Typed Application
- _____ 2. One-page Essay
- _____ 3. Transcript
- _____ 4. 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.
- _____ 5. Letter of reference from Administrator/Counselor, teacher or other source
- _____ 6. Must be attending a high school in Cumberland County ***Unless you are a son/daughter of an active CCC NCAEOP member and there is not an active NCAEOP association in your district.***
- _____ 7. Graduate or Senior

SCHOLARSHIP ROUTING FORM
Student Application
Must Be Typed and Must Be Complete

Local Association Responsibilities (Name and Address Section)

Completed applications should be returned to high school counselors for them to review for accuracy prior to being turned into the Scholarship Review Committee.

The deadline to send applications to the local association is by close of business day of April 3, 2020.

Send to: Rory Spicer, Local Scholarship Chairman

Address: Educational Resource Center, 396 Elementary Dr., Fayetteville, NC 28301

Amount of awards vary each year depending on the amount of funds raised for scholarships and how many applications are submitted.

Scholarship recipient categories are listed below:

CCC NCAEOP Member's Child Scholarship Award

High School Scholarship Award

One nominee will be selected by an impartial committee and submitted to the District Association to compete for a District scholarship. This nominee will have to complete the State NCAEOP application to be eligible for scholarship awards at the district and state level. This information will be given to the nominee once they are selected.

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 varying amounts each year. 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.

To qualify, the scholarship applicant must:

- A. Be attending or graduated from a Cumberland County high school in North Carolina. *Sons/Daughters of an active CCC NCAEOP member have to be attending 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. One-page biographical sketch on “Why I Am Choosing to Further My Education.”
 2. 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. The minimum GPA is a 3.0 for eligibility.
 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. One (1) letter of recommendation from the options listed below:
 - a) (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 or
 - b) One (1) from a teacher or
 - 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.
2019 ~ 2020

**CCC-NCAEOP STUDENT SCHOLARSHIP
APPLICATION FORM**

The candidate is to complete the application 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 # (____) _____ CCC NCAEOP Member's Child YES _____ NO _____

If yes, Please list member's name _____

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:

North Carolina Association of Educational Office Professionals, Inc.

FINANCIAL ANALYSIS

Applicant's Gross Annual Income:

- None
- Below \$5000
- \$5000-\$10,000
- Above \$10,000

Family/Guardian Gross Annual Combined Income:

- Less than \$25,000
- \$25,000 to \$34,999
- \$35,000 to \$49,999
- \$50,000 to \$74,999
- \$75,000 to \$99,999
- \$100,000 to \$149,999
- \$150,000 to \$199,999
- \$200,000 or more

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

*List, if applicable _____

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

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