



MEMO

To: Staff
From: Laurie Finley
Re: Scholarship Applications

Full-time employees who are interested in applying for a school scholarship are encouraged to complete the *Scholarship Application Form*. Return the completed paperwork, with required documentation attached, to your Program Coordinator for completion of the *Coordinator Recommendation Form*.

Completed paperwork from your Program Coordinator is due in the Lawrence office by February 3, 2012 for the spring semester and by September 7, 2012 for the fall semester.

Applications with the following omissions will not be considered:

- Applications not signed by your Coordinator;
- Applications that do not have the supervisory recommendations;
- Applications with missing proof of school-related expenses for the current semester;
- Applications with missing proof of successful completion of previous semesters, if a previous award was received completed; or
- Applications not received on time

Applicants will be notified on the status of their scholarship once the committee has met.