

*California Association of
Educational Office Professionals*

STUDENT SCHOLARSHIP OPPORTUNITY



*Provided to assist business or education students who wish to
continue with higher education and pursue a career in
business administration or education.*

The 2019-2020 scholarship is valued at \$1,000

Please read carefully and follow the accompanying GUIDELINES

**Application and accompanying materials
MUST be postmarked by December 20, 2019 and mailed to:**

Maria Sara Gonzalez

CAEOP Scholarship Chairman

6116 S. Pioneer Blvd.

Whittier, CA 90606

PH: 562-305-2283

scholarships@caeop.org

Visit our website for more information
www.caeop.org



**STUDENT SCHOLARSHIP
2019-2020 APPLICATION & GUIDELINES**

The 2019-2020 scholarship is valued at \$1,000. More than one scholarship may be awarded. This scholarship is a "tuition-only" scholarship.

CRITERIA

- » Need for financial assistance,
- » Scholastic achievement,
- » Initiative,
- » Extracurricular Activities, and
- » Quality and completeness of application materials

TO QUALIFY

- ▶ Applicant must be a graduating high school student who has made application to continue his/her education OR the applicant may currently be pursuing such a course of study in an institution of higher education.
- ▶ Applicant must have maintained a grade point average of 2.0 or better in high school.
- ▶ Applicant must have applied for admission to a post-high school accredited institution and plan to enter following the granting of the scholarship, or already be enrolled in an accredited college or university.
- ▶ Applicant must be a resident of the State of California.
- ▶ Applicant must intend to continue his/her education in the field of business administration or education.
- ▶ Applicant shall be responsible for the completion and return of all required support materials to the CAEOP Scholarship Chairman before the deadline date.

APPLICATION

An application will be considered complete when the following items have been received by the CAEOP Scholarship Chairman:

- ▶ Completed application and biographical information forms included on pages 4 and 5.
- ▶ **Official** copy of high school transcript (or university/college transcript for higher education applicants) in a sealed envelope. High school transcript must indicate class rank. College transcript must show cumulative GPA.
- ▶ Completed one-page essay on "Why I am choosing a Career in Business or Education."
- ▶ Submit THREE letters of recommendation: (a) from a principal, counselor or other school administrator describing the candidate's activities, leadership record, character, personality, initiative, and home background; (b) from a language arts or math teacher; and, (c) from someone other than a CAEOP member or other than a family member.

SELECTION CRITERIA/PROCEDURE

Recommendations	10%
Activities/School/Extracurricular	10%
Financial Need	30%
One-Page Essay	20%
Scholastic Record (official transcript)	30%

The CAEOP Scholarship Chairman will select a panel of judges to review applications and select the winning application(s).

All applicants will be notified of the status of their application by the CAEOP Scholarship Chairman.

Students selected to receive a 2019-2020 CAEOP Student Scholarship will be invited to attend the Awards Luncheon as part of the CAEOP Annual Conference held in early March. The student and two parents will be the guests of CAEOP at the luncheon where they will receive recognition for this special honor.

Any questions relative to the scholarship application or information required should be directed to the CAEOP Scholarship Chairman. The CAEOP Scholarship Committee will notify all candidates by January 31, 2020 as to its selection of scholarship recipients.

AWARD DISBURSEMENT

To receive the scholarship funds, the scholarship recipient should send verification of acceptance such as, letter of enrollment or class schedule from an accredited college or university to the CAEOP Scholarship Chairman. Upon receipt of the verification of enrollment, the CAEOP Scholarship Chairman will request payment. The check, in the amount of \$1,000, will be forwarded to the appropriate office of said educational institution for "tuition only" within 30 days.

DELAY OF SCHOLARSHIP PAYMENT

If a scholarship recipient is unable to attend a post-high school institution during the term following the granting of the scholarship, and so notifies in writing to the CAEOP Scholarship Chairman, the award may be held over for one school year. This request letter must be received by the CAEOP Scholarship Chairman no later than September 1st. Following receipt of the written request, the CAEOP Scholarship/Awards Chairman will confirm postponement of the scholarship award until the following year. Prior to August 1st of the following year, the scholarship recipient must request activation of their prior year scholarship by sending a letter to the CAEOP Scholarship Chairman along with proof of enrollment at a post-high school accredited institution.

CONTACT PERSON: Maria Sara Gonzalez, CAEOP Scholarship Chairman

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