

JEFFERSON County Single Parent Scholarship Fund

STATEMENT OF PURPOSE

To provide supplemental financial assistance (up to \$500 per semester) to single parents who are pursuing a course of instruction, which will improve their income-earning potential. Scholarships may be used for tuition, books, utility bills, car maintenance, child care, or expenses related to educational pursuits, as approved by the Scholarship Committee or Board.

CRITERIA

Single parents selected for financial assistance will meet the following criteria and provide verification to the Scholarship Committee or Board:

1. Resident of Jefferson County, Arkansas (for at least the previous 6 months).
2. Single head of household (single, divorced, widowed, or widower) with sole custody of one or more children under the age of eighteen (18).
3. A high school graduate or have obtained a GED.
4. Currently pursuing an undergraduate or vocational-oriented degree or certification. **Applicants that have earned an undergraduate degree already are not eligible with the exception of those pursuing a Master of Teaching degree.**
5. Must be a recipient of a Pell Grant (provide award letter or other documentation verifying receipt). If you are ineligible for a Pell Grant, you must provide a written explanation as to the circumstances why. The Awards Committee also reserves the right to request additional information.
6. Must have and maintain a cumulative 2.50 GPA in high school (if attending college for the first time) or college (if a current college student – minimum 30 credits).
7. Must be a carrying at least nine (9) credit hours of coursework. If attending an institution not using the semester system, please call JCSPF to check on eligibility.
8. **All documentation to support the above criteria must be provided by the application deadline in order for the application to be considered complete and merit full consideration. Incomplete applications will be rejected outright at the discretion of the Awards Committee.**

INSTRUCTIONS

Applicants must complete a new application for each semester a Scholarship is sought.

Each applicant must submit the following information:

1. A completed application (**must be typed or completed in black or blue ink**)
2. A verification of head of household and Jefferson County residence – examples are listed below.
 - a. Utility bills in your name that are at least six (6) months old,
 - b. Verification from a utility company of service for the past six (6) months,
 - c. Copy of a paid Jefferson County Real Estate Tax receipt for previous year,
 - d. Copy of a paid Personal Property Taxes receipt from previous year,
 - e. Copy of a signed apartment lease in Jefferson County that is dated at least 6 months prior.Note: If applicant cannot provide any of this information, but still feels he/she qualifies as head of household, please call the JCSPF Board at the number listed on the website for additional instructions. Lack of any documentation supporting your being head of household or a Jefferson County resident will make you ineligible for the scholarship.
3. A copy of your most recent academic transcript that includes all coursework completed to date.
 - a. If attending college for first time, provide completed high school transcript with cumulative GPA computed and shown,
 - b. If you are a current college student, provide complete transcript of all college coursework completed that is being counted towards your current degree. Cumulative current GPA must be computed and shown. If you are attending an institution that does not use the semester system, please call the JCSPF Board to check on eligibility and for further instructions.
4. An enrollment verification form from the Registrar at your institution. This is available only during the semester you are applying – get this in September for the fall awards period and January for the spring awards period.

5. Three (3) typed, dated, and signed letters of recommendation from people who are familiar with your character and goals. The three letters must be from: 1) a current or former employer, 2) a college or vocational instructor or advisor, and 3) a character reference or reference that can speak about your volunteerism or community service experience). Each reference must identify themselves in the letter in some manner as to their relationship with you. DO NOT use relatives as references. Recommendation letters submitted can be no more than 3 months old.

6. Applicant's statement of goals. Attach a typed personal statement detailing the following:
- Identify two of your long-term education or career goals. Your goals may be career-oriented, academic, or personal in nature. ("I will become the head of my company's graphics department" is an example of a long-term goal.)
 - Break these two long-term goals into several short-term goals that you hope to accomplish within a shorter amount of time. ("I will learn how to use my company's new graphics software" is one short-term goal that would need to be accomplished before someone could become the head of a graphics department.)
 - For each of your short-term goals, list a specific deadline you wish to accomplish the goal by (for example, "I will accomplish this goal by the end of next month"). Describe how you will accomplish the goal (for example, "I will enroll in a professional development course").

The statement of goals will be reviewed by the JCSPSF Awards Committee, and will be reviewed for grammar, punctuation, spelling, completeness, formatting, and overall quality. Failure to follow the instructions for "Statement of Goals" may result in outright rejection of your application.

Note: The Awards Committee may require additional information such as proof of income, child custody, marital status, and/or copies of official transcripts to verify eligibility if the committee deems it is warranted.

To be considered by the Awards Committee, applications are to be POSTMARKED NO LATER THAN the application due date. Be sure to provide sufficient postage as we DO NOT accept applications that have postage due. If applying at the due date, be sure the postmark contains the mailing date to insure eligibility.

**SPRING Application Deadline – January 20th
FALL Application Deadline – September 20th**

Mail Completed Application Packet to:

**JEFFERSON County Single Parent Scholarship Fund
P.O. Box 2645
Pine Bluff, AR 71613**

JEFFERSON COUNTY SINGLE PARENT SCHOLARSHIP FUND

P.O. Box 2645
Pine Bluff, AR 71613

Application

FALL Application Deadline – SEPTEMBER 20

SPRING Application Deadline – JANUARY 20

*If deadline falls on a Sunday or holiday,
due date will be the next business day

Please indicate the semester and year for which you are applying: FALL _____
 SPRING _____

A. Personal Information

1. Full Name: _____ SSN: _____

2. Residential Address: _____

City/State/Zip Code: _____

3. Mailing Address (if different from above): _____

City/State/Zip Code: _____

4. Phone: Home# _____ Work# _____ Cell# _____

5. Date of Birth (MM/DD/YY): _____ Current Age: _____

6. How long have you been a resident of Jefferson County? _____

7. Marital Status (please check only ONE): (Legally Separated or Separated are ineligible.)

Single (Never Married) Married Divorced Widowed/Widower

8. Including yourself, how many individuals are dependent on you for financial help or support? _____

9. Please list the number and age of children under the age of 18 years old: _____ Age(s): _____
(For example: 3 Age(s): 14, 6, and 2)

10. Is anyone sharing your household expenses with you? YES NO
If YES state gross household income (total household income before taxes):

11. List the name, address and telephone number of your nearest relative:

12. Do you have relatives who are providing support? YES NO

If YES, what assistance do they provide you? (Check ALL that apply):

Housing Transportation Childcare Financial Help

13. Have you previously applied for a Jefferson County Single Parent Scholarship? YES NO

If YES, when? _____

Were you awarded a Single Parent Scholarship? YES NO

14. Have you previously applied for a Single Parent Scholarship from another County? YES

If Yes, what County _____

If YES, when, and the amount _____

Were you awarded a Single Parent Scholarship in that county? YES NO

B. Education Information

1. List schools attended or training received. Give names and dates.
(For example: Pine Bluff HS, Watson Chapel HS, Alzheimer Diploma, 2003)

High School or GED: _____

Trade or Vocational School: _____

College: _____

Military/Other: _____

2. Are you currently attending college or trade/vocational school? YES NO

If YES, number of credit hours already completed toward degree/diploma: _____

3. Name of college or trade/vocational school you now attend or plan to attend?

4. What course of study (major) do you plan to pursue? _____

5. When do you expect to graduate? _____

6. How many credit hours do you now take or plan to take? _____

7. What is your current grade-point average (GPA)? _____

8. Do you plan on pursuing additional degrees, licenses, or certifications following graduation with your current degree?

YES NO

If YES, what degree and at what school: _____

C. Financial Information

1. Will you be working for income while you go to school? YES NO

2. Have you applied for a Pell Grant? YES NO

Have you been granted a Pell Grant? YES NO

Do you know the amount of the Grant? YES NO

If YES, give amount (per semester): _____

If NO, you may apply online at www.fafsa.ed.gov or through your institution's Office of Financial Aid.

3. What are your monthly expenses? (List dollar amounts) Attach a separate sheet of paper if necessary.

Housing	\$
Utilities:	
Electric	\$
Gas	\$
Water	\$
Phone	\$
Food	\$
Transportation (gas, tires, maintenance)	\$
Insurance Coverage	\$
Loan Payments	\$
Clothing, household goods	\$
Medical Costs (doctor, dentist, etc.)	\$
Child Care	\$
Other Expenses (Please list):	
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
TOTAL MONTHLY EXPENSES	\$

4. What is your monthly income and its sources? (List dollar amounts) **You must itemize ALL incomes that apply, including social security, rehab, TEA assistance, child support, scholarship, Pell Grant, work, relatives, etc.** Attach a separate sheet of paper if necessary.

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
TOTAL MONTHLY INCOME	\$

5. Please list your employers for the last 5 years beginning with your present or most recent employers. Attach a separate sheet of paper if necessary.

Name of Employer	Address	Job Title	From	To

D. Application Checklist:

1. A completed application following the instructions on Page 1,
2. A verification of head of household and Jefferson County residence for at least six (6) months per the guidelines provided on Page 1,
3. A copy of high school and/or college transcript(s) with cumulative GPA provided per the instructions on Page 1,
4. A verification of current enrollment from your institution's Registrar,
5. Three (3) letters of recommendation per the guidelines provided on Page 2,
6. Applicant's statement of goals per the instructions on Page 2.

The Awards Committee may require additional information such as proof of income, custody, and/or marital status. All documentation to support the scholarship criteria listed on Pages 1-2 must be provided by the application due date in order for the application to be considered complete and merit full consideration. Incomplete applications will be rejected outright at the discretion of the Awards Committee. To be considered by the Awards Committee, applications are to be POSTMARKED NO LATER THAN the application due date. Be sure to provide sufficient postage as we DO NOT accept applications that have postage due. If applying at the due date, be sure the postmark contains the date to insure eligibility.

YOU MUST SIGN AND DATE THE RELEASE STATEMENT BELOW:

I hereby give permission for all information related to my financial aid to be released, upon request, to the Jefferson County Single Parent Scholarship Fund (JCSPSF). I give the JCSPSF permission to use my picture for publicity purposes. I understand that this information will be used to acquire donations and other funding for the continuation of this scholarship program.

I understand the questions on this application and realize that hiding information, giving false information or failing to provide adequate verification may result in my application being denied and that such actions may impact consideration for future applications.

Signature of Applicant

Date

Thank you!