SCHOLARSHIP RENEWAL APPLICATION

To Do List for Applicants

1. Review the application now.
2. Have your sponsor verify their eligibility: your sponsor must be an employed union member who has worked 12 months out of last 18 months.
3. Check your eligibility: under the age of 26, have had fewer than 8 semesters of support from the Fund.
4. Gather supporting documents.
5. BEFORE June 15, and as soon as final transcripts are available: ask your university’s registrar/administration office to send an official transcript **directly** by your University/College to the Scholarship Coordinator. (Transcripts can be emailed by the university/college to: [scholarships@unitehere.org](mailto:scholarships@unitehere.org)) If you are having trouble with getting an official transcript, let us know.
6. **If your GPA is below what we require for renewal**: please make sure to answer the questions at the end of this application on a separate letter. If applicable, submit any letters of support from tutors/mentors/professors/counselors that show you are actively seeking ways of improving your academic performance.

Questions? Text 301-876-4419 or email scholarships@unitehere.org

**SECTION ONE: SPONSOR INFORMATION (Union Member):**

**To be eligible to sponsor a scholar:**

* Currently employed with a union employer who is participating in the fund
* Your employer has paid into the fund on your behalf for at least 12 of the last 18 months

Last Name:       First Name: ­      Middle Int.:

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Soc. Sec. #: Relationship to Student:

Address:       Apt.#:

City:       State:       Zip Code:

Employer: ­      Name of Location Where You Work:

Date of Hire at Current Employer: Month\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_

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Cell Phone:

Can we text you? Yes No

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Home Phone:

**SECTION TWO: To Be Completed By STUDENT** Academic Year: 20

**To be eligible you must:**

* Be under the age of 26
* Have a GPA of at least 2.7 from the last year. Exceptions for special circumstances:
  + Please see additional questions below
* Have had fewer than 8 semesters of support from the Fund.
* Be attending a not-for-profit accredited university or college

Last Name: ­      First Name:       Middle Int.:

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Soc. Sec. #:

Mailing Address:       Apt.#:

City:       State:       Zip Code:

Email:

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Date of Birth:

Month Day Year

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Home Phone:

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Cell Phone:

Can we text you? Yes No

Permanent address if different from above:       Apt.#:

City:       State:       Zip Code:

Email:

Name of University/College you attended last year:

Name of University/College you will attend this year, **if different from last year**:

*If different, please attach a letter of acceptance/transfer or proof of enrollment.*

Major or course of study:

Cumulative GPA from last year:

This coming academic year you will be a: Sophomore  Junior Senior

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Anticipated date of graduation:

Month Year

Anticipated Degree: Associates Degree  Bachelor of Arts  Bachelor of Science

Number of credits you plan to take in Fall:       In Spring:

Number of credits your college or university considers to be a full course load

Will you receive any other scholarships or financial assistance for the coming year? Yes No

If yes, please describe the source and amount of support:

SECTION THREE: SCHOLARSHIP PAYMENT INFORMATION

***Make sure you provide a COMPLETE mailing address, including office number or PO Box where payment should be sent.***

Name of University or College:

Address:

Address

City:       State:       Zip Code:

Student Identification Number for Check

You will need to submit an invoice/tuition bill showing the total amount owed for the coming year. AN ESTIMATE of amount you will need for the year is not sufficient!

**ADDITIONAL EXPLANATION IF YOUR GPA FALLS BELOW THE ELIGIBILITY FOR CONTINUED SUPPORT**

If your GPA is lower than what is required for renewal, please attach a separate letter answering the following:

1. Why and how do you expect your academic performance to improve next year ( Change in work schedule/hours? Academic advising? Using professor office hours? A new living situation? Addressing health concerns? Switching academic major?)
2. What resources have you identified to help you? (Consider those that are both on and off campus, such as tutors, mentors, network of peers, career and guidance counselors)
3. What remaining requirements do you need to get your degree (specific courses, number of units) and when do you anticipate graduating? If you are currently pursuing an Associate degree, do you anticipate transferring to a 4-year university? If yes, when?

|  |  |
| --- | --- |
| I Have attached:   * Completed Application * Itemized Financial Statement * **If applicable:** A personal letter if your GPA is below 2.7   **I Have requested:**   * An official transcript * **if applicable:** a letter from a tutor/professor/Doctor | submit this application to:  [scholarships@unitehere.org](mailto:scholarships@unitehere.org)  or mail to  STEP Scholarship Committee  P.O. Box 7633  Silver spring, md 20907 |