## Important information for the completion of the UCC Foundation Scholarship Application form below:

The UCC provides several scholarship opportunities for eligible students based on need, academic records and extra-curricular activities: school/community involvement, volunteer activities and leadership positions held.

The criteria for each of these scholarships are detailed individually on the Scholarship Directory found on the UCC website at: www.ucc.edu.jm

# (I) <u>The Application Form</u>

- 1. All persons seeking scholarship assistance are required to complete the General Scholarship Application Form.
- a) This form has a **<u>check-list of requirements</u>** detailed below.
- b) Failure to provide all the required information will jeopardize a scholarship applicant's opportunity.

Scholarship awards are **not automatic, nor do they generally cover the entire cost of a** <u>**degree programme**</u>. Students are therefore encouraged to actively seek alternative and/or concurrent sources of funding for their tuition and associated fees.

- 2. <u>Check -list: All of the following must form part of the application package</u> <u>submitted. Failure to provide all the requirements will result in an application</u> <u>being considered "incomplete".</u>
- 1) A recent passport size photograph.
- 2) UCC acceptance letter from the Registrar or proof of current enrollment.
- 3) Copy of Wage Stub (Pay Slip), Tax verification or letter explaining the lack of such evidence.

- 4) Current GPA report from University or High School (whichever is applicable).
- 5) At least two (2) reference letters regarding the applicant's character from a notable person in your community (teacher, pastor, employer, etc)
- 6) If the applicant is a current student or continuing student, the Counsellor/Programme Coordinator Report in the application must be completed and signed.
- 7) Copies of awards or certificates
- 8) Copy of CXC results
- 9) Completed personal essay, outlining the need for the scholarship.
- 10) Where possible, evidence of community service (awards, letters acknowledging participation).

## **The Application Process**

1) **Once completed, the application should be sent to:** 

Scholarships UCC Foundation 34 Old Hope Road Kingston 5 Tel: 665-3968 Email: scholarships @ucc.edu.jm

- 2) Completed applications are reviewed and the most eligible persons are then scheduled for **an interview** by a <u>Scholarship Awards Committee</u>.
- Scholarships are awarded based on the <u>need expressed in the completed application</u> which form part of evidence of eligibility and the <u>interview.</u>
- 4) Scholarship awardees will be called shortly after the interview to be advised of their award.

# **External Scholarships tenable at UCC**:

In addition to UCC sponsored scholarships, external scholarship opportunities tenable at UCC exist from institutions such as Carreras, Digicel and VMBS. UCC makes every attempt to make all students aware of these opportunities by email and/ or by posting new opportunities on the UCC web site and placing posters from these companies on our bulletin board across all campuses.

A completed **General Scholarship Application Form** and **interview** by the joint/Scholarship Review Committee are requirements for some Scholarships such as the Digicel and VMBS scholarships. **These applications must be completed as stipulated above.** 

A UCC Scholarship application form is **not required when a sponsoring entity requires applicants to go through their own application and interview processes**.





### \*Form Revised: November, 2013

#### Please ensure all items required are submitted with this application.

Please complete and return this application to Scholarships, UCC Foundation Office, 34, Old Hope Road, Kgn 5

NAM	E OF SCHOLARSHIP	FOR W	HICH Y	OU ARI	E APPI	LYING
Denie	dApprovedDa	ate			Amount	t
1.	Name: Surname					
					1 5	Middle
	Marital Status: Single [ ]					
3.	Home Address:		<u> </u>			
	City:		_Parish:_			_Phone:
4.	Date of Birth:		Age:		M/F C	ell:
6.	Parent/Guardian Occupat	ion:				
7.	High School from which	graduatio	n was acl	nieved:		
9.	Date of Graduation: Are you currently enrolled	d in a UC	C Progra	- mme? Y	Ν	
10	. If yes, which programm	e?	0			
11	. Start of Programme/Expe	cted start	of Progra	am:		Current GPA:
						I Graduation Date:
12	. Other College/University					
13	List extracurricular activi	ities and i	note in w	hat way y	ou partic	cipated and any position of responsibility
15	you may have had:	uios una i		nat way y	ou purit	espaced and any position of responsionity
	you may have had.					
Schoo	l Activity	Year	Year	Year	Year	Participation and/or Position Held
	·					*
Volun	teer Activity					
Comm	maiter A ativity	Year	Year	Year	Year	Participation and/or Position Held
Comm	nunity Activity	rear	rear	rear	rear	Participation and/or Position Held
Other						
2 21						

14. List any honors, awards or special recognition you have received both in and out of school:

#### \_\_\_\_\_\_If available, please attach copies of certificates or letters of support for volunteer

service.

15. Please provide the following information (if applicable):

#### WORK EXPERIENCE

Company	Date Start	Date End	Position/ Main Duty

#### 16. What special interests, hobbies, and/or talents do you have?

17. List in order of preference the college or institutions to which you have applied:

College or University	Degree Program	Accepted?	Cost of	Cost of
			Tuition	Room/Board

- 18. Do you plan to work during school or vacations? Yes/No 15. How many hours per week\_\_\_\_\_
- 19. Most scholarships are partial scholarship, how will you finance the balance of your tuition?

If you are applying for a loan, when did you apply?\_\_\_\_\_

### 20. List other scholarships or financial aid that you have received.

Name of Scholarship/ Loan	Source of Financing	Amount/ Payable for how long?		

21. An award of a scholarship is a particular honour. On the lines below, please provide a summary of why you believe this scholarship should be awarded to you. If necessary, you may continue this summary on a separate sheet.



The funds available for financial aid are limited. In order to distribute the award in the most equitable manner, the applicant's need for financial aid must be carefully evaluated. If you are an adult/independent from you parents, please give your own income. **Please note that ALL spaces must be marked**. If they are not applicable, mark them as such. **A copy of your most recent pay stub or tax form must be attached**. Feel free to present further details on a separate sheet of paper.

	Name	Occupation	Gross	Does this person
			Income	live in your home?
Self				yes
Father				
Mother				
Other				

Total **ANNUAL** Gross income for all person listed above and as supported by your attached wage stubs:\_\_\_\_\_

**Number of persons dependent upon the above income.** Include all persons who are supported by the above stated income i.e., parents, dependent children, aged relatives and others.

Name	Age	Relationship	Name/Age	Age/Relationship

Number of persons listed above who are currently receiving training beyond high school?

Number of school age children:

How are these persons being financed?

Will you be the first person in your family to receive a tertiary education?\_\_\_\_\_ Please provide extenuating circumstances not given above that further indicates your need for financial assistance i.e. house payment, auto loan, medical bills, etc. (Use additional page if necessary) Please provide information that you feel will assist the committee in its selection (ESSAY)

 Applicant's signature
 Date:

 Your signature indicates that the information provided within this document is a true and valid view of

your profile, financial and academic information.

Pictures of students receiving scholarships may be used for future publicity. Please indicate your willingness to allow use of your photo image for PR materials: Yes NO

## COUNSELOR/PROGRAM COORDINATOR/OTHER REPORT ON SCHOLARSHIP APPLICANT

The	UCC	Scholarship	committe	e desires	the	following	inform	ation	concerni	ng the	qualific	ations of
			T	UCC ID#:	. <u></u>					_who ha	as applie	d or been
rec	ommen	ded for schola	arship cons	sideration	. All	informatio	on provic	led wi	ill be treat	ed as co	onfidenti	al.
1.	How lo	ong has the ap	plicant be	en a stude	nt in	your schoo	ol or pro	gramr	me?			
2.	How lo	ong has the ap	plicant be	en an emp	loye	e or memb	er of you	ır orga	anization?			
3.	On what	at terms do yo	ou base yo	ur estimat	e of t	the applica	nt? (Che	eck al	l that appl	y)		
	Profess	ional Relatio	nship _	Casual	acqu	uaintance		Obser	vation			
	Report	s of Instructo	rs _	School	l reco	ords		Other	r			
4.	Has the	e applicant m	aintained a	dequate a	nd si	ncere inter	est in his	s/her s	studies/wo	ork?		
5.	5. Is the applicant a leader in special activities in the school or community? Please indicate in what way:											

- 6. Please attach a transcript of grades and the results of tests which may be of use to the committee or recent work evaluation if applicable.
- 7. Please indicate your personal rating of the applicant.

Rating	Scholarship	Personality	Leadership	Character
	Ability			
Excellent				
Good				
Fair				
Poor				

8. Please state any further helpful information regarding this applicant.

Signed:	Date:	
Print Name:	Title:	
Name of Organisation:		
(Please affix company stamp)		