

# UCC Foundation - U.S., Inc.

## Scholarship Application Form

(Please read important information below)

The UCC provides several scholarship opportunities for eligible students based on need, academic record 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: <http://ucc.edu.jm/scholarships>

### The Application Form

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

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

#### 2. Checklist

**NOTE: All of the following must form part of the application package submitted. Failure to provide all the requirements will result in an application being considered "Incomplete".**

- a) A recent passport-sized photograph.
- b) UCC acceptance letter from the Registrar or proof of current enrollment.
- c) Copy of Wage Stub (Pay Slip), Tax verification or a letter explaining the lack of such evidence.
- d) Current GPA report from University or High School (whichever is applicable).
- e) At least two (2) reference letters regarding the applicant's character from notable persons in the applicant's community (teacher, pastor, employer, etc.).
- f) If the applicant is a current student or a continuing student, the Head of Department Report in the application must be completed, signed and stamped.
- g) Copy of High School graduation certificate and copies of other certificates and awards.
- h) Copies of CXC results.
- i) Completed personal essay, outlining the need for the scholarship.
- j) Where possible, evidence of community service (awards, letters acknowledging participation, etc.).

## **The Application Process**

1. Once completed, the application should be sent to:

### **Scholarships**

**The Department of Student Affairs**

**University of the Commonwealth Caribbean**

**17 Worthington Avenue, Kingston 5**

**Telephone: (876) 665-3997**

**Email: [scholarships@ucc.edu.jm](mailto:scholarships@ucc.edu.jm)**

2. Completed applications are reviewed and the most eligible persons are then scheduled for **an interview** by the **Scholarships Review Committee**.
3. Scholarships are awarded based on the **need expressed in the completed application (which forms part of the evidence of eligibility)** and the **interview**.
4. Scholarship awardees will be called shortly after the interview to be advised of the details of their awards.

## **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 boards across all campuses.

A completed **General Scholarship Application Form** and **interview** by the joint/Scholarships Review Committee are requirements for some external 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 the entity's own application and interview processes.**

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**THE UNIVERSITY COLLEGE OF THE CARIBBEAN FOUNDATION  
GENERAL SCHOLARSHIP APPLICATION**

**Please  
attach a  
current  
PHOTO.**

**\*Form Revised: April 2017**

**Please ensure that all required items are submitted with this application. Please complete and return this application to Scholarships, Department of Student Affairs, 17 Worthington Avenue, Kingston 5.**

**FOR OFFICIAL USE ONLY:**  
**Denied: \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_**

**Name of Scholarship for which you are applying:** \_\_\_\_\_

1. Name: \_\_\_\_\_  
                                 Surname  First  Middle
2. Marital Status: Single [ ] Married [ ] Widowed [ ] Divorced [ ]
3. Home Address: \_\_\_\_\_  
                                 City: \_\_\_\_\_ Parish: \_\_\_\_\_ Phone: \_\_\_\_\_  
                                 Email: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ [ ] Male [ ] Female
5. Parent/Guardian Name: \_\_\_\_\_
6. Parent/Guardian Occupation: \_\_\_\_\_
7. High School from which graduation was achieved: \_\_\_\_\_
8. Date of Graduation: \_\_\_\_\_
9. Are you currently enrolled in a UCC Programme? [ ] Yes [ ] No
10. If yes, **which programme?** \_\_\_\_\_
11. Start(Expected Start) of Programme: \_\_\_\_\_ **Current GPA:** \_\_\_\_\_  
                                 UCC ID#: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_
12. Other College/University Degree(s) Attained: \_\_\_\_\_
13. Please list all extracurricular activities. Please specify the ways in which you participated in each activity and any position(s) of responsibility you may have held:

School Activity	Start Month	Start Year	End Month	End Year	Participation and/or Position Held
Volunteer Activity					

Community Activity	Start Month	Start Year	End Month	End Year	Participation and/or Position Held
Other					

14. Please list any honors, awards or special recognition you have received both inside and outside of school:

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\_\_\_\_\_ (Please attach copies of certificates or letters of support for volunteer service, if available.)

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

**WORK EXPERIENCE**

Company	Start Date DD/MM/YY	End Date DD/MM/YY	Position/ Main Duty

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

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17. If applicable, please list (in order of preference) the colleges or institutions to which you have applied.

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

18. Do you plan to work during school or vacations? [ ] Yes [ ] No How many hours per week? \_\_\_\_\_

19. Most scholarships are partial scholarships, **how will you finance the balance of your tuition?**

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

20. Please 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 honor. 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 of paper. Please note that a minimum of 200 words is expected.

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**CONFIDENTIAL FINANCIAL INFORMATION**

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The funds available for financial aid are limited. In order to distribute the awards in the most equitable manner, each applicant's need for financial assistance must be carefully evaluated. If you are an adult/independent of your 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.** Please feel free to present further details on a separate sheet of paper.

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

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

**Number of persons dependent upon the above stated income:** Please include all persons who are supported by the above stated income (e.g. parents, dependent children, aged relatives, etc.).

Name	Age	Relationship	Name/Age	Age/Relationship

Number of persons listed above who are currently receiving training beyond high school: \_\_\_\_\_

Number of school-aged children: \_\_\_\_\_

How is the education of these persons being financed? \_\_\_\_\_



Will you be the first person in your family to receive a tertiary education? [ ] Yes [ ] No

Please provide all extenuating circumstances (not stated above) that further indicate your need for financial assistance (for example, house payment, auto loan, medical bills, etc.). Please use an additional sheet of paper if necessary.

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**PERSONAL ESSAY:** Please provide any information that you believe will assist the committee in its selection. Please note that a minimum of 200 words is expected. Please feel free to use additional sheet(s) of paper.

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Your signature indicates that the information provided within this document is a true and valid account of your profile, financial and academic information.***

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

## HEAD OF DEPARTMENT REPORT ON SCHOLARSHIP APPLICANT

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The UCC Scholarships Review Committee desires the following information concerning the qualifications of

\_\_\_\_\_ UCC ID#: \_\_\_\_\_ who has applied or been recommended for scholarship consideration. All information provided will be treated as confidential.

1. How long has the applicant been a student in your school or programme? \_\_\_\_\_
2. How long has the applicant been an employee or member of your organization? \_\_\_\_\_
3. On what terms do you base your estimation of the applicant? (Check all that apply)

Professional Relationship     
  Casual Acquaintance     
  Observation  
 Reports of Instructors     
  School Records     
  Other

4. Has the applicant maintained an adequate and sincere interest in his/her studies/work?

\_\_\_\_\_

\_\_\_\_\_

5. Is the applicant a leader in special activities in the school or community? Please indicate in what way(s):

\_\_\_\_\_

\_\_\_\_\_

6. Please attach a transcript of grades and/or the results of tests (or a recent work evaluation if applicable) which may be of interest to the committee.

7. Please indicate your personal rating of the applicant:

Rating	Scholastic Ability	Personality	Leadership Ability	Character
Excellent				
Good				
Fair				
Poor				

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Please affix the organization's stamp in the box below: