

**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) 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** 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 degree programme**. Students are therefore encouraged to actively seek alternative and/or concurrent sources of funding for their tuition and associated fees.

2. **Check -list: 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"**.

- 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](mailto:scholarships@ucc.edu.jm)

- 2) Completed applications are reviewed and the most eligible persons are then scheduled for **an interview** by a **Scholarship Awards Committee**.
- 3) Scholarships are awarded based on the **need expressed in the completed application which form part of evidence of eligibility** and the **interview**.
- 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.**

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 Tuition	Cost of 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?**_____

CONFIDENTIAL FINANCIAL INFORMATION

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 Income	Does this person 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? _____

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 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 estimate of the applicant? (Check all that apply)
 Professional Relationship Casual acquaintance Observation
 Reports of Instructors School records Other

4. Has the applicant maintained 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:

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 Ability	Personality	Leadership	Character
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)