

2017

UNION BUILDING TRADES FEDERAL CREDIT UNION



Four Year Partial Scholarship

Offered exclusively to Credit Union Members and their immediate family members who are completing their senior year of High School and planning on attending college

Complete and Return Application to:

Union Building Trades Federal Credit Union Scholarship Committee
PO Box 6270
205 Cherry Hill Road
Parsippany, NJ 07054

Must be received on or before March 13, 2017

Must include the attached application along with any transcripts and/or recommendations.

INTRODUCTION

The Union Building Trades Federal Credit Union Scholarship package has been designed so the scholarship applicants and scholarship recipients have a clear understanding of the Union Building Trades Federal Credit Union Scholarship Program. This handbook outlines the various requirements for eligibility and payment of scholarship awards. Please retain this handbook and refer to it as questions arise. If you have any additional questions, which cannot be answered by this handbook, contact the Union Building Trades Federal Credit Union Scholarship Committee.

ELIGIBILITY REQUIREMENTS

Applications for Scholarships will be accepted once a year.

Who is eligible to apply for the Union Building Trades Federal Credit Union Scholarship Program?

1. All High School Graduating Senior's **who are members of Union Building Trades Federal Credit Union**. (Sponsoring credit union member must have an official membership application on file.)
2. **If you are not currently a member then you must become one by completing a membership application.** All immediate family members of Union Building Trades Federal Credit Union Members (sons and daughters) who are graduating High School can join the credit union and apply for the scholarship at the same time. Note: all applicants must have their own accounts.

UNION BUILDING TRADES FEDERAL CREDIT UNION SCHOLARSHIP PROGRAM

The Union Building Trades Federal Credit Union Scholarship Program anticipates granting one (1) \$4000 scholarship (\$1000 per year or \$500 per semester for four years) to members and their immediate family (sons and daughters) who are graduating high school and planning to attend a four-year accredited college or university. All monies will be deposited into the recipients' Union Building Trades FCU savings accounts once official confirmations of grades have been received.

PAYMENT OF THE AWARD

The Union Building Trades Federal Credit Union Scholarship Committee DOES NOT AUTOMATICALLY PROCESS PAYMENT OF SCHOLARSHIPS. IT IS THE RECIPIENT'S RESPONSIBILITY TO SEND AN OFFICIAL TRANSCRIPT AND A COPY OF HIS OR HER TUITION BILL TO THE SCHOLARSHIP COMMITTEE EACH SEMESTER, TRIMESTER, OR QUARTER WITH AN ATTACHED COVER LETTER SPECIFYING THE TUITION DUE DATE; OTHERWISE, NO AWARD PAYMENT CAN BE MADE. The copy must be clearly identified as the recipient's.

It is the responsibility of the interested member to follow up on the various documents of the application kit to make sure the Scholarship Committee is in receipt of a completed application kit. The Scholarship Committee is responsible for the review of all completed applications and the selection of the Union Building Trades Federal Credit Union Scholarship award recipient.

SELECTION OF SCHOLARSHIP RECIPIENT

The Scholarship Selection Committee administers the annual selection. The Recipient is chosen on the basis of work performance, grades and recommendations, as well as special skills, interests and extra curricular activities. **Recipient will be notified by the Scholarship Selection Committee by the end of April.**

In order to be considered an official recipient, a completed form must be returned to the Union Building Trades Federal Credit Union Committee to acknowledge the program's procedures and regulations and confirm their acceptance of the award.

After acknowledgment, recipient will direct all future correspondence to the Union Building Trades Federal Credit Union Scholarship Program Committee.

CONDITIONS FOR TRANSFER

If a scholarship recipient plans to transfer schools, he/she cannot assume that the Union Building Trades Federal Credit Union Scholarship will automatically be transferred. The Union Building Trades Federal Credit Union Scholarship Committee will, however, consider transfer of a scholarship. The student must notify the Union Building Trades Federal Credit Union Scholarship Committee of intent to transfer PRIOR to the transfer, fully explain the reason for transfer, provide evidence of good standing at the college attended and submit evidence admission to the college to be entered. Each individual case will be reviewed to ensure that no recipient is academically at risk.

INTERRUPTION OF STUDIES

If the recipient's studies are interrupted or delayed because of illness, accident or other extenuating circumstances the Union Building Trades Federal Credit Union Scholarship Committee should be promptly notified so that authorization of procedures for reinstatement can be made. The Union Building Trades Federal Credit Union Scholarship Committee will review each case on an individual basis.

LAPSE OF PAYMENT

If, for any reason, you know you will not be using your stipend for one or more semesters, trimesters or quarters, it is your responsibility to notify the Union Building Trades Federal Credit Union Scholarship Committee.

WHAT YOU WILL NEED TO SEND TO THE UNION BUILDING TRADES FEDERAL CREDIT UNION SCHOLARSHIP COMMITTEE IN ORDER TO KEEP YOUR SCHOLARSHIP ACTIVE

- ◇ Any change of permanent home addresses and/or telephone number.
- ◇ A copy of your tuition bill at the beginning of each semester, trimester or quarter. (SCHOLARSHIP PAYMENTS ARE NOT ISSUED AUTOMATICALLY.)
- ◇ A copy of your grade report after their fall semester, trimester or quarter.
- ◇ An official transcript (After the spring semester, trimester, or quarter).
- ◇ Notification if your studies will be interrupted in any way. (See "interruption of Studies".)

UNION BUILDING TRADES FEDERAL CREDIT UNION TUITION SCHOLARSHIP APPLICATION

INSTRUCTIONS TO THE APPLICANT

1. Our goal is to learn more about you, your work experiences, and your academic and career aspirations. Please keep this in mind as you complete the application process. Both the information you provide and the way it is presented will be taken into consideration during the selection process.
2. **To complete the application process, you must forward all the necessary forms listed below to: Union Building Trades Federal Credit Union Scholarship Committee, PO Box 6270, 205 Cherry Hill Road, Parsippany, NJ 07054 by March 6, 2017.**
3. Credit Union account – All applicants must complete a membership application; have identification on file and a minimum in the account of \$5.00. (Please note: sponsoring member must also have a completed membership on file.
4. Completed Application Form - If extra space is needed to complete any answer, additional paper may be used. Just mark your responses clearly.
5. School Evaluation form - Please note: It is your responsibility to ensure that this completed form is returned to the Scholarship Selection Committee by the deadline date.
6. Transcript - A High School Transcript is required. If your high school is unable to furnish you with a copy of your transcript; you are required to furnish proof of graduation (copy of high school diploma or a letter from your high school stating the year of your graduation).
7. These are the minimum requirements. Of course, you may send transcripts that cover your academic history if you feel that this will help the committee in its evaluation.
8. Recommendation - one recommendation is needed from someone who knows your academic abilities i.e., teacher. This needs to be completed by someone other than the individual who completes your school evaluation form. Enclosed you will find a recommendation form to use to attach to the recommendation letter. Please instruct your reference to mail the recommendation directly to the Scholarship Selection Committee by the deadline date. It will not be returned to you.
9. Copies of Awards, Certificates, etc. - any copies that you would like to include.
10. Other Materials - any information you feel would be of assistance to the Scholarship Selection Committee in learning more about your qualifications for a scholarship.
11. **ALL APPLICATION MATERIALS MUST BE RECEIVED BY THE SCHOLARSHIP SELECTION COMMITTEE BY MARCH 6, 2017. IT IS THE APPLICANT'S RESPONSIBILITY TO FOLLOW UP ON ALL REQUIRED MATERIALS.** Please note: If necessary application materials are not received on time, you will not be considered for a scholarship.

Union Building Trades Federal Credit Union Scholarship
Committee
C/O Union Building Trades Federal Credit Union

I hereby represent that if I am awarded a partial scholarship by the Union Building Trades Federal Credit Union that I will abide by all of the rules and regulations concerning the use of scholarship funds.

I intend to become a full time, matriculated student at an accredited **four- year** college or university.
Name of college or university (if known). _____

I will be taking courses, which are designed to meet the degree requirements of the school and anticipate that upon completion I will receive a degree in _____.

I understand that all monies payable pursuant to the Scholarship Program will be paid directly to me.

Prior to July 1st in each year or as soon thereafter as available I will forward to the Union Building Trades Federal Credit Union Scholarship Board a transcript of my grades for the previous academic year to show that I maintained a C+ or better average.

I agree to immediately inform the Scholarship Board of any changes in my status, which bears on my continued eligibility to be a recipient of a scholarship award.

It is understood that Union Building Trades Federal Credit Union has every intention of continuing this program. However, the scholarship shall in no way be considered a binding contractual obligation upon Union Building Trades Federal Credit Union to continue the program or my individual award and that continuation of the program and/or award are subject to many factors, including the continued availability of funds and my continued eligibility.

Very truly yours,

Applicant Signature

- Scholarship payment will not be forwarded to you until the previous year's academic transcript and a copy of your current tuition bill has been received by the Union Building Trades Federal Credit Union.

(please retain a copy of this agreement)

UNION BUILDING TRADES FEDERAL CREDIT UNION SCHOLARSHIP APPLICATION

HIGH SCHOOL EVALUATION

Student Name _____ SS# _____

Address _____

City _____ State _____ Zip _____

Date of High School Graduation _____

This student is an applicant for a scholarship. In order to fully consider the student's qualifications, a transcript of the student's academic record and an evaluation of the student's character and ability by a teacher or counselor is required. This form should be signed by the individual evaluating the student and must be returned with the current high school transcript to the address listed on the front of the application package. Your complete evaluation of this student is very helpful to us and is greatly appreciated. If this student graduated in a subsequent year, a transcript of that period is needed and the following questions answered as closely as possible.

Name of School _____

ABOUT THE STUDENT:

1) What was/is the student's class rank? _____

2) How many students in his/her class? _____

3) What was/is the student's grade point average? _____ As of what date? _____

4) SAT scores? _____

5) As a school official familiar with this individual, you are in a unique position to evaluate his/her talents, weaknesses, leadership ability, potential for continuing academic success, etc. Please provide a brief description of these traits along with a description of any unique personal circumstances that may be attributable to this application. This recommendation will play a major part in the determination of the student selection for the award. Please be specific and provide as much detail as possible.

6) I . . . _____ Recommend this student.

Recommend with qualification

Signature _____ Date _____

(continued on next page)

Recommend by (Name): _____

Title/Position: _____

The deadline for submission of all application material is **March 6, 2017**. Failure in returning this form to the address below by the deadline date will affect this student's chance for a scholarship.

Please send completed form to:

Union Building Trades Federal Credit Union Scholarship Committee
PO Box 6270
205 Cherry Hill Road
Parsippany, NJ 07054

LETTER OF RECOMMENDATION

To the Applicant: Fill in your name and social security number. Select a reference, other than the individual chosen to fill out the high school evaluation form, who is familiar with you academic abilities, i.e., teacher. Please ask your reference to complete this form, attach recommendation letter and mail it to the Scholarship Selection Committee.

Name of Applicant: _____ SS# _____ - _____ - _____.

Name of Reference: _____

To the Reference:

How long have you known the applicant? _____

What is your relationship to the applicant? _____

The applicant named above is interested in being considered for a Union Building Trades Federal Credit Union Tuition scholarship. Please complete this letter of recommendation and send it directly to the Scholarship Selection Committee at:

Union Building Trades Federal Credit Union
P.O. Box 6270
205 Cherry Hill Road
Parsippany, NJ 07054

no later than **March 6, 2017**

Please Note: Deadlines are critical in this program, so your prompt attention to this matter is appreciated. Without this recommendation, the applicant will not be considered for a scholarship. The selection committee would like your comments on the applicant's strengths, weaknesses, achievements, attitude, dependability, character, work and/or study habits, etc.

Recommendation by:

Signature

Date

(attach recommendation letter to this form)

CONSENT TO RELEASE TRANSCRIPT

The Family Educational Rights and Privacy Act of 1974 require that a signed authorization from a student and/or his parent or guardian be obtained before any information can be released by the school for use in this scholarship program.

I hereby grant permission to school officials to release information relating to my school record and personal recommendations to the Union Building Trades Federal Credit Union Scholarship Program. The records should be mailed to:
Union Building Trades Federal Credit Union, PO Box 6270, 205 Cherry Hill Road, Parsippany, NJ 07054, and must be received by March 6, 2017.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Union Building Trades Federal Credit Union Scholarship Application

(all questions must be completed)

List colleges you have applied to (in order of preference)

Name of College

City/State

If you had one day that you could spend any way you wished, what would you choose to do and why?

Please explain any family or personal circumstances that have affected your achievement in school, your work experience, or your involvement in school or community activities.

Please list extracurricular activities (community, school, or other) in which you have participated in the order of their importance to you and include a brief sentence explaining your participation. Please note any offices or positions you have held.