



CAREER OPPORTUNITY SCHOLARSHIP FUND APPLICATION

PROCEDURES

The Career Opportunity Scholarship Fund is available to students who are current clients in care or former residents who have successfully participated in the programs of St. Jude's Ranch for Children. Applications will be approved by the Academic Committee and will be awarded based on the needs of the applying student.

Funds will typically be used to cover expenses for tuition, books, lab fees, equipment (computers, calculators, etc.) and in some circumstances on-the-job training. Scholarships will require reapplication annually and an updated application is required per Semester or when funds are required by educational facility.

ELIGIBILITY

Applicants for the Career Opportunity Scholarship Fund will be required upon their first application to submit a 1 page essay discussing their career choice and how the funds will help to support their education. The essay will only be required at the initial application for the year and on an annual basis for renewal applications.

Additional eligibility requirements include the following:

1. Proof of enrollment in an educational institution must be provided.
2. Students must maintain above a 2.0 grade point average for each course taken and complete the course.
 - a. A grade below a 2.0 grade point average in a course taken or changing a course status to "incomplete" will disqualify the student from receiving the equivalent amount of funds for books and tuition for the next request.
 - b. Copies of current and prior semester grades will be required with each request for funds made.
3. Students must provide verification that they have applied for financial aid through FAFSA and provide current award amount
4. Funds allocation requirements:
 - a. For Prepayment: An invoice from the educational institution which shows the cost of tuition and the name of the institution to which the check will be made payable, and a printout from a book store with the cost of the books; and a completed W-9 from the institution for payment to be made.
 - b. For Reimbursement: A receipt from the educational institution for tuition and books.
 - c. Refunds received by student due to excess tuition payment or cancellation of a course MUST be returned to St. Jude's Ranch for Children to go back to the Career Opportunity Scholarship fund.



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- d. Request for funds made less than two (2) weeks notice prior to starting courses may result in not be honored and may result in a delay in the release of funds to the next semester. A decision will be required by the committee.

Application Date: _____

St. Jude's Ranch for Children Program which you were in residential care:

- Boulder City Therapeutic Residential
 Crossings
 New Crossings
 Child Focus
 Pregnant and Parenting Teens
 Transitional Living

Length of residency/participation in program (approx): _____

Program Enrollment/ Discharge Date (approx.) _____

Your Name: _____
 Last First Middle

Current Home Address _____ City/State/Zip _____

Home Phone _____ Cell Phone _____ Personal Email _____

Student Identification Number _____

Type of Request: Prepayment Reimbursement Amount Requested: \$ _____

For prepayments, have you attached your invoice and books cost printout? Yes No

For reimbursement, have you attached your receipts and transcripts? Yes No

If requesting reimbursement, how did you pay your tuition fees? Scholarship Savings Loans

Other (list): _____

Educational Institution attending _____ Year of attendance _____

Address _____ City/State/Zip _____

Degree or certificate you are trying to achieve _____ School start date _____ 20 _____



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Please list classes below (attach verification):

(Continued)

Are you currently working? Yes No If yes, complete below

Current Business/Employer

Current job title

Business Address

City/State/Zip

Business Phone

Supervisor Name

Salary

Hours per week worked

If not currently working, when do you plan to return to work: _____

Essay Topics: 1 page typed or hand written

- a) Bio about youth?
- b) What's your educational goal?
- c) How will the scholarship funds will help you meet your educational goal?
- d) What your career choice is?

Signature Statement: I have reviewed the Career Opportunity Scholarship fund procedures and eligibility and I understand and agree to abide by the standards listed.

APPLICANT NAME (PRINT)

DATE

APPLICANT SIGNATURE

This Packet and requested documents should be returned to:

**St. Jude's Ranch for Children
Attention: Career Scholarship Chair
5005 Mc leod Drive Las Vegas, NV 89121
[www.dcharles@stjudesranch.org](mailto:dcharles@stjudesranch.org)**