

CLEMMER COLLEGE OF EDUCATION

Scholarship Application Procedure

PLEASE READ THIS FORM IN ITS ENTIRETY BEFORE BEGINNING THE SCHOLARSHIP APPLICATION PROCESS AS ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

*You must be a current ETSU student or have been accepted for admission as an ETSU student as of March 1, 2010 to qualify for any Clemmer College of Education Scholarships. Any scholarships awarded are not carried forward to the next academic year. A separate application **MUST** be completed for the next academic year.*

IT IS THE STUDENT'S RESPONSIBILITY TO MAKE SURE ALL MATERIALS HAVE BEEN RECEIVED BY THE DEADLINE (March 1, 2010).

ALL STUDENTS MUST:

1. Complete the attached scholarship application (FORM A). Attach to the application, a brief narrative introducing yourself and reasons why you merit this award. (One page, typed, 12 pt. font size)
(Applicants will be considered for each of the scholarship funds for which they qualify.)
2. Request, from the Registrar's Office, a complete transcript of all university credit earned and ATTACH it to the completed application, even if this is your first semester at ETSU. You **MUST** request a transcript from the ETSU, Registrar's Office two weeks in advance.

A transfer student must submit all transcripts of previous college/university credit.

A high school senior must submit a copy of the high school

transcript. These can be issued to student from a Registrar's Office, but CANNOT be printed from GoldLink, Norstar, StarNet, etc.

DO NOT HAVE YOUR TRANSCRIPT(S) SENT TO OUR OFFICE SEPARATELY - IT MUST BE ATTACHED TO YOUR COMPLETED APPLICATION.

Send completed application and transcript to:

Dr. Angela Lewis, Associate Dean
East Tennessee State University
Clemmer College of Education
Box 70685
Johnson City, TN 37614-1709

3. Provide documentation of financial need by submitting the attached Financial Aid form (FORM B) to the Financial Aid Office at ETSU. A high school senior or transferring student MUST submit this form to ETSU's Financial Aid Office for verification.

NOTE: You MUST submit this form to our Financial Office early enough to allow time for it be completed and forwarded to the College of Education no later than 4:30pm on March 1, 2010.

4. Provide a copy of the attached Reference form (FORM C) to four(4) individuals willing to serve as references. Form C MUST be attached to your reference letter or it will not be accepted.

At least two (2) references must be from ETSU faculty who are your current or past instructors. If you are submitting your application during your first semester at ETSU or if you have not taken ETSU classes follow the guidelines below:

- A high school senior must submit at least two high school faculty references from current or past teachers.
- A transfer student must submit at least two college faculty references from your current or past instructors at the transferring college.
- No references should be provided by your immediate family

Provide an addressed, stamped envelope for each reference. It is very important that you offer a reminder of the deadline by which Reference forms must be received.

References received after the deadline, will not be accepted. Request that Reference forms be mailed directly to:

Dr. Angela Lewis, Associate Dean
East Tennessee State University
Clemmer College of Education
Box 70685
Johnson City, TN 37614-1709

5. Following a review of all applications, an interview may be scheduled for each finalist with the Scholarship Committee, after which a recommendation will be made by the Committee to the Dean of the Clemmer College of Education.

(FORM B)

M E M O R A N D U M

(Fill out your name, student ID number and submit this form to ETSU, Financial Aid Office. The Financial Aid office will mail it to the Scholarship Committee)

TO: College of Education Scholarship Committee
ATTENTION: Dr. Angela Lewis, Box 70685

FROM: Office of Financial Aid
East Tennessee State University

SUBJECT: Appraisal of Financial Need in Relation to a
Scholarship Application

Applicant's Name:

ID Number:

has applied for the Clemmer College of Education Scholarships.

Based on your evaluation of the information made available by the applicant, the members of the Clemmer College of Education Scholarship Committee would appreciate your response regarding the extent of financial need exhibited:

_____ little, if any evidence of need

_____ below average need indicated

_____ average need indicated

_____ above average need indicated

_____ great financial need indicated

Signature of Person Completing Form

Title

(FORM C)

EAST TENNESSEE STATE UNIVERSITY
CLEMMER COLLEGE OF EDUCATION
OFFICE OF THE DEAN
BOX 70685
JOHNSON CITY, TN 37614-1709

Reference for Scholarship Applicant

FROM: Scholarship Committee Chairperson
Clemmer College of Education
East Tennessee State University
Box 70685
Johnson City, TN 37614-1709

APPLICANT:

First Name Middle Name Last Name

has applied for scholarships in the Clemmer College of Education at East Tennessee State University. Your name has been given as someone knowledgeable of the applicant's personal, academic and/or professional qualities. Please provide your impression(s) of these qualities on the reverse side of this form or by attaching a typed document. Be assured your comments will be confidential. This form must be submitted with your reference letter.

Return to: Dr. Angela Lewis, Associate Dean
East Tennessee State University
Clemmer College of Education
Box 70685
Johnson City, TN 37614-1709

All reference letters MUST be received by 4:30 p.m. MARCH 1, 2010.

Signature

Date

Position

CHECK IF YOU HAD THIS PERSON IN YOUR CLASS