

ILLINOIS STATE UNIVERSITY CIVIL SERVICE SCHOLARSHIP APPLICATION

PURPOSE

To award financial assistance to a dependent of an ISU Civil Service employee, made possible through funds presented by the Illinois State University Foundation (contingent upon approval of the awards by the ISU Foundation) and the ISU Civil Service employee's fund-raising activities.

VALUE

Up to six scholarships each year will be awarded through the ISU Foundation in the amount of \$1,000 each (\$500 each semester). Recipients must be Illinois State University students.

Additional scholarships may be awarded at the discretion of the Civil Service Council. These scholarships will generally be in the amount of \$500 each (\$250 each semester). Scholarships may be awarded to students attending other Universities or Community Colleges. The Civil Service Council will be responsible for these awards.

HOW TO APPLY

Complete the application form and mail to Melody Palm, 2640 Dean of Students (or Bone Student Center 139 if hand-delivering). All information will be confidential and all items must be completed.

PLEASE NOTE: A complete application includes the following:

- The Civil Service Scholarship Application (the General Information page and the Personal Information page).
- The signed release form.
- Most recent transcript (either high school or college).
- A copy of the first page of the employee's most recent Federal Income Tax Form (1040, 1040a, or 1040EZ).
- Two letters of reference (not from a relative, friend, or neighbor).

DEADLINE FOR APPLICATIONS **Monday, June 16, 2008**

ELIGIBILITY

1. Be a child living in household and/or dependent of a full-time Illinois State Civil Service status employee
2. A recipient may be awarded a maximum of two one-year scholarships.
3. Be a full-time student working toward an undergraduate degree or diploma
4. Meet the requirements of the school he/she plans to attend and have a grade point average of "C" or above in high school and/or college.
5. Financial need will be considered. The first page of the employee's Federal Income Tax Form (1040, 1040a, or 1040EZ) which shows the adjusted gross income must be submitted with the Civil Service Scholarship Application.

METHOD OF SELECTION

1. Illinois State Civil Service employees and candidates will complete the application form. The Selection Committee appointed by the Civil Service Council will screen applications.
2. Final selection or rejection of applicants rests with the Selection Committee.
3. The Selection Committee will notify each applicant of the action on his/her application.

SELECTION COMMITTEE

Shall consist of five-six members approved by the Civil Service Council.

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Release Information

I hereby authorize the release of high school/college grades and any other related records to the Civil Service Scholarship Committee for the purpose of determining if I qualify for a Civil Service Scholarship Award.

Date: _____

Student Name (please print): _____

Illinois State University ID number (if applicable): _____

Student Signature: _____

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General Information

This application must be completed and all requested information submitted by the deadline to be considered for a scholarship.

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- The signed release form.
- Most recent transcript (either high school or college).
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- Two letters of reference (not from a relative, friend, or neighbor).

Signature of ISU Civil Service Employee: _____

Name of ISU CS Employee (please print): _____

Employee's Department: _____

Work Telephone: _____

Home Address: _____

Home Telephone: _____

Name of Applicant: _____

Address: _____

Telephone: _____

(Names to be removed prior to submission to Selection Committee)

Part I -- Employee

Length of employment at ISU: _____

If spouse employed, where?: _____

Number of children in the family: _____

Number of dependents in household: _____

How many other dependents have you financially assisted through college? _____

How many dependents claimed on Federal Income Tax Return?: _____

Number of children in school: Elementary: ___ High School: ___ College: ___

Attach a copy of the first page of employee's most recent Federal Income Tax Form (1040, 1040a, or 1040EZ).

Please list any other extra expenses, which you believe the committee should consider (e.g. nursing home bills, special childcare expenses, extensive hospital expenses, etc.) - above the normal living expenses. Be specific.

Part II -- Applicant

Relationship to employee: _____

Date applicant plans to enter school: _____

*School applicant wishes to attend: _____

Have you applied? _____ Have you been accepted? _____

[*Please note: Scholarships supported by ISU Foundation funds may only be awarded to Illinois State University students. If you change schools after submitting this application, please let the committee know.]

Schools Attended

1. High School: _____ GPA and scale: _____
Date of Graduation: _____

2. College(s): _____ GPA and scale: _____
Dates attended: _____

3. Date degree is expected: _____

4. Major and degree you are working toward: _____

Please submit a current transcript from your high school and/or college.

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Personal Information

Tell us about yourself.

A. Why do you feel you should be considered for this scholarship?

B. What are your anticipated future professional goals?

C. How do you and your parents plan to finance your college education?

Percentage of contribution:

Your input:

Parent's input:

Scholarships & Grants:

D. What kinds of jobs have you held? What were your likes and dislikes?

E. What are your extra-curricular activities and interests?

Are you receiving financial aid from ISU? from another school?

If so, please list:

Have you applied for other scholarships? Are you receiving other scholarships?

If so, please list:

Letters of Reference:

Submit a letter of reference from two (2) sources:(teachers, past or present employers, etc.)

Please do not submit letters from friends, neighbors or relatives. If you have questions, contact the chair of the scholarship committee at 438-3930.

Send to: Melody Palm, Chair, Scholarship Committee
Civil Service Council
2640 Dean of Students
Illinois State University
Normal, IL 61790-8900

You may also hand-deliver your completed application to Bone Student Center 139.