



SACRED HEART JUNIOR COLLEGE

Excellence, Innovation, Productivity

APPLICATION FOR STUDENT ASSISTANTSHIPS

Please submit completed form to the Office of Student Services

Deadline for Submission of Completed Application: Last Friday in May for Fall Semester; Last Friday in November for Spring Semester; Last Friday in April for Summer Semester

Submissions

To complete your application for this work scholarship, you must submit the following along with your completed application form:

- Evidence of financial need through presentation of an official Income Tax TD4 slip and/or an official letter from a respectable public official (High School Principal, Justice of the Peace, Religious Minister) to vouch for your financial circumstance.
- An official High School or Junior College Transcript
- A letter of reference from a respectable public official which vouches for your character and work attitude

An official document which serves to indicate BOTH your financial need AND character may be submitted instead of separate documents as stated in the 1st and 3rd requirements above.

NOTE: Applications that are incomplete or late will NOT be considered

Work Scholar Guidelines:

- You must be enrolled or actively seeking enrollment, as a fulltime student of Sacred Heart Junior College at the time of application for this award
- The award is valid for one academic semester of study at Sacred Heart Junior College. Having been awarded a work scholarship, you may seek renewal by repeating the application process.
- The award covers fees (excluding the SHC Endowment Fund, Registration, and Student ID fees) and/or tuition on a semester basis in exchange for service to the institution. Monies disbursed will be paid directly to the SHC Finance Department to assist with defraying of tuition costs and/or fees for the semester. Monies are not transferable to another semester and payment will not be made directly to the recipient for any (additional) hours of service.
- Upon acceptance of an assistantship position, you will be required to sign a contract, perform duties and responsibilities as outlined in the assigned position's job description and be evaluated regularly by the assigned supervisor.
- Other terms and conditions applicable to this assistantship are outlined in detail in the scholarship contract signed at the time of acceptance.

Sacred Heart Junior College offers three types of Work Scholarships:

- ❖ **Full Scholarship** valued at \$825.00 (in tuition and fees excluding Registration, Endowment and ID) in exchange for approximately 15 hours of service per week for 15 weeks (or a total of 220 hours per semester).
- ❖ **Partial Scholarship** valued at \$562.50 (in tuition and fees excluding Registration, Endowment and ID) in exchange for 10 hours of service per week for 15 weeks (or a total of 150 hours per semester).

I am applying for:

- Full Scholarship
- Partial Scholarship

Students will be awarded full or partial scholarship based on type of scholarship available.

| | | | | |
|---------------------------------|-------------------|-------|---------|--------|
| Student's Name | <i>PRINT NAME</i> | FIRST | LAST | MIDDLE |
| Student's DOB: | <i>MM/DD/YYYY</i> | | | |
| Contact Info: | PHONE | | MOBILE: | |
| STUDENT EMAIL: | | | | |
| PERMANENT ADDRESS: | | | | |
| Parent/ Guardian's Name: | FIRST | | LAST | |

Section 1: Academic Profile

Are you a FIRST YEAR student? (If YES, complete sections A, B, C, and D. If No, complete C and D only.)

- Yes
- No

A.) State the name of the high school you attended and the year of graduation: _____

B.) Your Overall GPA (or final average) in high school: _____

C.) State your major at SHJC and your current overall GPA: _____

D.) You are enrolled as a FULLTIME ____ (or PARTIME ____) Student.

NOTE: Only students who are enrolled on a fulltime basis are eligible for the work scholarship program.

Section 2: Financial Profile

Are you currently employed?

- Yes
- No

If YES, provide your current employer: _____ & your annual income _____

NOTE Attach appropriate financial statement to verify the above statement.

Are you currently being supported by your parents or guardians?

- Yes
- No

If YES, please state your parents' (or guardians') annual income: _____

Do you have any siblings attending secondary or tertiary institutions?

- Yes
- No

If YES, please state how many siblings are currently enrolled in primary _____, secondary _____ or tertiary institutions: _____

Please state their source of financial support for their education.

If you said "yes" for the question above, are any of your siblings also enrolled at Sacred Heart College (High School or Junior College Division)?

- Yes
- No

Have you received a scholarship in the past?

- Yes
- No

If YES, please state the Type, source and year in which the scholarship was granted: _____

Section 3: Personal Statement

Instructions: Write your person statement on a separate page. Personal statements must be type written and follow the general conventions of the essay (Font type: Times New Roman, Font size: 12pt, Double spaced)

Your statement should be no longer than *300 words* and should include

- academic achievements you are particularly proud of and why these really matter to you
- why you have chosen to do the degree you have applied for
- what your future aspirations are and how the scholarship will help you to achieve your future goals
- Outline reasons you qualify to be a work scholarship.
- Reflect on your financial need, character, and work attitude.

Your statement will be judged on how effectively and convincingly you respond to the above.

Section 4: Professional Profile

Kindly check the descriptions that best describe your approach to completing a task:

- I am usually a punctual person.
- I am able to practice generally accepted principles of professional courtesy (if I will be late, I am able to notify my supervisor.)
- I am assertive.
- I am a team player.
- I have initiative, and can complete tasks on my own.
- I am a person who is able to ask questions.
- I have great public relations skills.
- I believe in getting the job done right (even if it takes a little longer).
- I believe that the finished product of my work should be presentable and accurate.
- I am efficient.
- I am focused and organized.

Section 5: Professional Skills

Kindly check the descriptions that best describe your capabilities:

- I have a background in computer applications (Open Office or Microsoft Office).
- I am capable of answering the telephone in a courteous and professional manner.
- I am capable of carrying out general clerical responsibilities.
- I am capable of supervising my fellow students in the general purpose computer lab.
- I am capable of organizing and updating files (where necessary).
- I am capable of caring for animals, and clearing trails etc.
- I am able to take on the responsibility of stock taking and inventory control.
- I am able to design, create, and distribute posters on our campus.
- I have experience in data entry.
- I have experience in Science Lab work.
- If I don't have experience, I am willing to learn.

Please read carefully:

I understand that, should I be given a work scholarship award for the academic year ____ to ____, I will be obligated to fulfill all the tasks and responsibilities set out by my supervisor and comply with the Terms and Conditions as set out on the contract. I agree and understand fully, that the Junior College may revoke my scholarship if my job performance upon evaluation is not satisfactory or if I am found to be in breach of the Contract. I also understand that my work scholarship is NOT automatic and must be renewed prior to the start of each academic year (I must submit a new application for the next semester at the end of the semester for which I am working.

If at any time during the semester my work scholarship is discontinued (whether the Junior College withdraws its support for my scholarship or I decided to cancel the scholarship), I understand that I will be liable to pay tuition and fees on a pro rata basis for my semester academic load.

Student's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY:

- Complete Application form
- Comments:

- Scholarship approved

YES NO

- File reviewed by:

DATE: _____

SIGNATURE: _____