

**West Virginia University at Parkersburg
CLASSIFIED STAFF SCHOLARSHIP APPLICATION**

Social Security Number		Date		
Last Name		First Name		
Permanent Home Address	Street	City		State/Zip
Home Phone Number		Birth date		
Major				
Credit enrollment anticipated for	Fall	<input type="checkbox"/> full-time	<input type="checkbox"/> part-time	# of hours _____
	Spring	<input type="checkbox"/> full-time	<input type="checkbox"/> part-time	# of hours _____

Returning students: Please attach all previous college transcripts.

Applications will be accepted through attendance verification and the first financial aid processing for the current semester. Applications will be considered on a first come first serve basis while funds are available. Submit application to Classified Staff Scholarship Chair directly or through your sector representative.

I certify that all information above is true and accurate and that the attached transcript or score report is a true and unaltered copy. I understand that submission of false or inaccurate information will result in loss of all future scholarship consideration. I authorize the Scholarship Committee to verify the information I have provided with this application. I have read and understand the scholarship guidelines and requirements on the back of this form. I authorize WVU-P to release my name, address, grades, high school attended, and college program to donors and to the community news media.

Signed, _____
Student

Signed, _____
Classified Staff Employee/Retiree

RETURN COMPLETED FORM TO FINANCIAL AID OFFICE

For Financial Aid Office and Staff Council use only	
Application received: _____	
Award: \$ _____	Fall \$ _____ Spring

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Eligibility Requirements:

1. Be a full time, benefits eligible employee of WVUP for at least six months.
2. Be fully admitted to WVU Parkersburg in order to receive the scholarship award.
3. Be a degree-seeking student and taking course for credit.
4. Meet the standards of satisfactory academic progress requirements outlined in Answer Book VI-10A, as determined by the Financial Aid Office at WVU Parkersburg.
 - a. For those employees who have NOT attended WVUP previously during employment and DO NOT meet the satisfactory academic progress requirements to receive the WVUP Spouse and Dependent Waiver, a one-time exception could be awarded.

Guidelines

1. Scholarships will be awarded based on the availability of funds and will be a cash award equal to tuition and fees (last dollar) or a refund equal to receipts submitted for books and course specific supplies or materials (laptops are excluded).
2. Applications will be considered on a first come first serve basis. Fund availability will determine the number of scholarships awarded with a \$500 max award per scholarship. Applications received during the Fall term will receive priority consideration for the year. Awards will be determined as documentation is received, allocated per semester and contingent upon the continuing enrollment of the applicant.
3. The Staff Council Chair or appointee, will collect all documentation, review applications and submit award proposals to Staff Council for vote. Once approved, the awards will be submitted for placement on recipient student accounts.
4. In the event there are more eligible applicants than awards available, preference will be given to the applicant who has the highest number of years of service at WVU Parkersburg. In the instance of equal years of service, preference will be given to the applicant with the lowest adjusted gross family income which may be verified by their Federal Income Tax return for the previous calendar year.
5. Scholarship eligibility requirements and guidelines are subject to change by the WVU Parkersburg Staff Council.