**Please read this entire Instruction Sheet before you begin!**

**THE DALLAS WOMAN’S CLUB**

**AND**

**THE DALLAS WOMAN’S CLUB FOUNDATION SCHOLARSHIPS**

**Instructions for Applicants**

These awards are made to **U. S. Citizens** on the basis of high scholastic attainment (3.4 GPA or better) who have completed 30 semester hours (excluding hours received or earned by dual credit courses or advanced placement or similar testing) and who exhibit good character and the need for financial assistance. Preference is given to previous awardees and then to Dallas/Fort Worth residents attending Texas schools.

1. Type, use computer, or print in black ink to complete the application form in its entirety. Use N/A when a request does not apply. If printing in ink, the required information must be legible, otherwise the application will be voided.
2. Please ***DO NOT STAPLE***pages. Please **do not send items separately. Submit information on front side of page only.**
3. Mail the completed application, **postmarked no later than Friday, January 24, 2014,** in **one 9x12 envelope** with the following additional materials:

a. A typed or computer generated one-page letter explaining your financial need, educational goals, and your plans after graduation;

b. A current transcript with official seal from the Registrar’s office of the educational institution which you are currently attending;

c. A current letter from the Student Aid Office of the educational institution you are attending (or one which has accepted your application for transfer) stating your financial need, and listing all current sources of aid;

d. A NEW letter of recommendation on official letterhead from the professor, department chairman, or official of the educational institution you are currently attending or last attended. Renewals are considered on an individual basis and are not automatic.

4. Students applying to graduate school need to have been accepted by the institution in order to have the application considered.

1. Mail to the following address, **no later than January 24, 2014:**

Scholarship Chairman

The Dallas Woman’s Club

7000 Park Lane

Dallas, TX 75225

1. If you are awarded a scholarship, the money will be sent to the institution you are or will be attending and it is to be used only for tuition, books or fees. Once it is awarded, this scholarship cannot be altered or transferred without the approval of The Dallas Woman’s Club Scholarship Awards Committee.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

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**Scholarship Application**

**The Dallas Woman’s Club/The Dallas Woman’s Club Foundation**

**7000 Park Lane Dallas, Texas 75225 (214) 363-7596**

***Must Be Postmarked By January 24, 2014***

Application for scholarship funds available for use for 2014-2015 academic year.

*(Funds may be applied toward summer school 2014 tuition.)*

Date:

**\_\_\_\_New Application** **\_\_\_\_Renewal**

**Personal Data:**

Name

 Last First Middle Maiden

 Male Female Date of Birth / / Age\_\_\_ Place of Birth

Home address
 Street Apt. # City State Zip Code

Mailing address
 Street Apt. # City State Zip Code

Phone number: Home: \_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_ Email:

Married\_\_\_ Single\_\_\_ Number in your immediate family

Texas resident How long? United States Citizen?

Institution currently attending

Current academic status: Undergraduate classification Graduate

Anticipated graduation date: Undergraduate \_\_\_\_\_\_\_\_\_ Masters \_\_\_\_\_\_\_\_\_ Doctorate

Institution you will be attending in the 2014-2015 school year

School Address

 Street City State Zip Code

Telephone ( )

For what term(s) have you applied for admission to the institution?

Are there any conditions to your acceptance? (If yes, please explain on a separate sheet.)

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**Undergraduate Data:**

Major(s)

In the school of (i.e. Liberal Arts, Business, Fine Arts, etc.)

List undergraduate institutions attended, years and number of hours completed:

 Degree

Institution Name # Years Completed # Hours Completed Graduation Date

 Degree

Institution Name # Years Completed # Hours Completed Graduation Date

Undergraduate Cumulative GPA as of December, 2013:

**Graduate Data:**

Graduate Cumulative GPA as of December, 2013

Graduate field of study

University Date Applied Date Accepted/Anticipated Hours Completed

**Other Data:**

Please list current activities/achievements including any offices, honors and/or awards:

**Other Data:**

Please list current activities/achievements including any offices, honors and/or awards:

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**A. Financial: Expenses for the following semesters:**

 Summer 2014 Fall 2014 Spring 2015 **Total**

Number of hours for which you are applying \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Tuition \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Books \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Fees \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Total: *(Tuition, Books & Fees)* $ \_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_**

**B. Applicant’s Employment Record:** (List current and previous employment)

Employment Dates Employer Duties Hours/Week

Do you work or plan to work/intern during the academic year? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_No

***If Yes*:** Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary

***If No:*** *Please Explain*

**Students Estimated Total Yearly Income (including family support) $**

**C. Private Scholarships:** List all current Scholarships including any from The Dallas Woman’s Club.

 $ Automatic (A)

Scholarship Amount or Potential (P) Renew

**D. Government Grants:** List all current Government Grants.

 $ Automatic (A)

Grant Amount or Potential (P) Renew

**E. Loans:** List all current Loans.

 $ Automatic (A)

Loan Amount or Potential (P) Renew

**F. Total Outstanding Loans: $**

If you are granted a DWC scholarship, please be aware that it is only applicable for the school and course of study you have put on your application. Once awarded, the scholarship cannot be altered or transferred without the approval of The Dallas Woman’s Club Scholarship Committee.

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**Statement of Parent, Guardian, Spouse or Applicant**

**Concerning Financial Aid**

**Applicant Name**

The awards are made on the basis of high scholastic attainment, good character and the need for financial assistance. Since we will receive many applications, you will greatly help us and your applicant by giving explicit information. Your answers will be held in the strictest confidence and will be used only for the purpose of making the scholarship award.
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**TO BE COMPLETED BY PARENT, GUARDIAN, SPOUSE OR APPLICANT**

***(Applicant, please complete only if sole supporter.)***

A brief statement explaining the financial need of applicant, including any extraordinary family expense(s).

*(Attach sheet if necessary)*

Signature Date

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**PARENT OR GUARDIAN INFORMATION**

**(Please fill out ONLY if receiving help from parent or guardian**)

Name of Father

Street Address/City/Zip Phone

Employer/Occupation/Salary

How Long? Other Sources of Income

Name of Mother

Street Address/City/Zip Phone

Employer/Occupation/Salary

How Long? Other Sources of Income

Other persons financially dependent on parents/guardian (siblings, etc.):

 Name Age Relationship to Applicant

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**SPOUSE INFORMATION**

Name of Spouse

Street Address/City/Zip Phone

Employer/Occupation/Salary

How Long? Other Sources of Income

Combined Household Income: $

Number of Dependent Children Ages

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**The Dallas Woman’s Club**

**And**

**The Dallas Woman’s Club Foundation**

**Scholarship Application**

**Check List**

Please be sure that you have followed all instructions per the instruction sheet, that you have completed the application in full and mailed prior to **January 24, 2014**. Check carefully that you have enclosed all of the following:

1. **The application form completed in its entirety. Failure to do so may affect the committee’s decision.**
2. A separate, one-page letter explaining your financial need, educational goals, and your plans after graduation.
3. A current transcript with official seal from the Registrar’s office of the educational institution which you are currently attending.
4. A current letter from the Student Aid Office of the educational institution you are attending, or one which has accepted your application for transfer, stating your financial need.
5. A current letter of recommendation from the professor, department chairman or official of the educational institution you are currently attending or last attended.

***MUST BE POSTMARKED BY JANUARY 24, 2014***

***Revised November 2013***

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