

SCHOLARSHIP INSTRUCTIONS FOR APPLICANTS

Please read and follow all instructions carefully.

■ SCHOLARSHIP APPLICATION

Type or print legibly. Complete all sections on the scholarship application.

Select the name of the scholarship that you are applying for. If applying for more than one scholarship or for a non-foundation scholarship, submit a new application. Write the name of the scholarship on the "Other" section. Remember to sign and date the application.

■ PERSONAL STATEMENT

Include a typed essay (double-spaced, 12 pt. font, not to exceed two pages) that addresses the following topics:
Personal and academic achievements
Extracurricular activities
Contributions to the community
Academic plans and career goals
Financial need

■ FINANCIAL STATEMENT

Financial documentation is essential to the processing of your scholarship application. You must include the following income verification (*except for the Sawtell Scholarship*):

Complete the Financial Statement.
Provide a copy of your (and spouse's, if married) 2009 Federal Income Tax Return.
Dependent students, include a copy of your parent's 2009 Federal Income Tax Return.

■ LETTERS OF RECOMMENDATION

Include two letters of recommendation. One letter of recommendation must be from an instructor or academic counselor. The other letter of recommendation can be from someone (not related to the applicant) who has knowledge of your academic ability, personal qualifications, and career goals.

***Students who have been out of school for one or more years may submit a letter of recommendation from most current employer.**

■ TRANSCRIPTS

Provide grade transcript(s) for all coursework completed to date.

High school transcript for students graduating from high school in 2010 or students who have not yet earned 12 college units.

Unofficial grade transcripts (showing "in progress" classes that you are attending for spring 2010 from Yuba College or last college attended).

APPLICATION CHECKLIST

EACH APPLICANT MUST COMPLETE AND SUBMIT THE FOLLOWING DOCUMENTS FOR EACH SCHOLARSHIP APPLYING FOR. PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY.

SCHOLARSHIP APPLICATION CHECKLIST:

- Scholarship Application
- Personal Statement
- Financial Statement (2009 Federal Income Tax Return or Income Verification) * not required for Sawtell Scholarship
- Letters of Recommendation (2)
- Unofficial grade transcript from Yuba College or last college attended
- High School grade transcripts for students graduating from high school in 2010

MAILING INSTRUCTIONS CHECKLIST

- Complete and submit all documents in the order listed under the Scholarship Application Checklist
- Staple the scholarship together in the upper left hand corner; please DO NOT use folders or binding
- Mail or submit your scholarship application to:

Yuba College
Financial Aid Office
2088 North Beale Road
Marysville, CA 95901

- Woodland and Lake Campus students may submit their scholarship applications to the Financial Aid Office at Woodland Community College or Clear Lake Campuses

ANY SCHOLARSHIP APPLICATION THAT IS RECEIVED WITHOUT ALL REQUIRED DOCUMENTS AND/OR INCOMPLETE WILL NOT BE CONSIDERED. IT IS THE APPLICANT'S RESPONSIBILITY TO ASSURE THAT HIS/HER APPLICATION PACKET IS COMPLETE.

SUBMITTED APPLICATIONS WILL NOT BE RETURNED TO THE APPLICANT.