

## GENERAL INSTRUCTIONS – PLEASE READ CAREFULLY

At this time, Habele is only accepting scholarship applications from students seeking to renew an existing tuition scholarship. Unsolicited new applications will not be considered and those providing such applications will not be contacted.<sup>1</sup>

Habele will announce scholarship winners no later than the first week of August. Every renewal and solicited applicant student who submitted an application that reached Habele before June 30th will receive a post card addressed to the home address listed on their application form indicating whether or not they will be awarded a scholarship. Due to the high volume of applicants, there will be no notifications or confirmations through email. If there is a mailing error due to illegibility or inaccuracy of the mailing address as indicated on the form, the applicant will not receive any contact from Habele. Applicants and renewal applicants who sent materials that reach Habele after June 30th will not be contacted.

Checks for scholarship recipients will be mailed directly to the school listed on the applicant form of winners on August 1st. These are non-transferable and any remaining portion of tuition owed is entirely the family's responsibility. Winners are required to provide Habele with report cards, letters, and photos during the school year. Habele must be notified immediately if the student leaves the school for any reason. It is the family's –not the school's- responsibility to provide Habele with these materials.

In making scholarship decisions Habele is limited by its ability to raise funds. Habele is an all-volunteer charity that receives no support from the US or FSM governments. All revenues are gathered through private donations from individuals in the US and Europe. Volunteers administer the application process. A separate volunteer review board makes scholarships decisions and only considers completed on time application packets.

Since 2006, Habele has received and considered an average of 10 completed on-time applications for each scholarship awarded. The number of scholarships awarded is entirely a function of the volume of donations Habele receives. Please set your expectations accordingly.

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<sup>1</sup> Only in special instances would Habele, working directly with a school headmaster or development worker, consider contacting a family and **inviting them** to apply for a new scholarship. Family or relatives' request(s) for special considerations will be treated as unsolicited applications and ignored. Because Habele is a an-volunteer charity with virtually no overhead, every effort is made to reduce the time donated for processing of applications and correspondences unlikely to result in scholarships.



# HABELE SCHOLARSHIP APPLICATION Rev July 2014

## 1. APPLICATION TYPE

\_\_\_\_\_ **A. Renewal**; student received a scholarship this last school year and provided four report cards to Habele over the course of the school year, as well as a an additional thank you letter and photo before the end of last calendar year.

\_\_\_\_\_ **B. Repeat**; student submitted a first time application for a previous school year and/or received a scholarship for a school year before last year.

\_\_\_\_\_ **C. First-Time**

## STUDENT

2. First Name

3. Middle Name

4. Last Name

5. Date of Birth

6. Gender

7. ID / Passport Number

8. Grade level in Fall

9. Last year's GPA

10. Island of Residence

## FAMILY

*-Father or Sponsor*

11. First Name

12. Last Name

13. Relationship

14. Home Island

15. Highest Level of Educational Attainment

*- Mother or Sponsor*

16. First Name

17. Last Name

18. Relationship

19. Home Island

20. Highest Level of Educational Attainment

21. Mailing Address

## SCHOOL

22. School Name

23. Tuition Cost for Applicant Student (Year)

24. School Mailing Address

25. School Email Address

26. Admissions Person



# HABELE SCHOLARSHIP APPLICATION Rev July 2014

## HOUSEHOLD

List the name, age and relationship (to the student) of ALL of the persons who live and eat at the house, residence or compound where the student now lives and eats. For those persons with jobs indicate their estimated annual income. If family receives additional cash income from someone not living at the residence then please indicate source and level of that income.

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Name	Age	Relationship	Income
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Name	Age	Relationship	Income
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Name	Age	Relationship	Income
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Name	Age	Relationship	Income
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Name	Age	Relationship	Income
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Name	Age	Relationship	Income
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# HABELE SCHOLARSHIP APPLICATION Rev July 2014

## CONTRACT

If I receive a scholarship, grant, award, or donation, then I agree to ALL of the following (read carefully and initial each):

1. To the best of my knowledge all the information I have provided is correct. \_\_\_\_\_
2. The student or family will provide copies of all report cards and discipline reports to the Habele Outer Island Education Fund. \_\_\_\_\_
3. The student will provide one letter and one additional photograph to the Habele Outer Island Education Fund prior to December 31st of the year a scholarship is received. \_\_\_\_\_
4. I will immediately notify the Habele Outer Island Education Fund of any changes to my (or the student's) status or the information that I have provided. \_\_\_\_\_
5. I consent to the use of materials I provide to the Habele Outer Island Education Fund for fundraising and publicity purposes to the extent these are consistent with Habele's IRS recognized nonprofit status. \_\_\_\_\_
6. I recognize the authority of the Habele Outer Island Education Fund to rescind or reclaim and funds or material in the event that any funds or materials have been misused or misdirected, or appears to have been misused or misdirected, or which were received as the result of information that was known to be false when provided. \_\_\_\_\_

## ATTACHMENTS

These materials must either be sent with the scholarship application or sent by the school the student is planning to attend. Applications without all attachments will not be considered. Even if the school promises to mail, fax, or email the materials, the student's parents or sponsors remain responsible for ensuring those materials reach Habele.

- \_\_\_\_\_ Acceptance letter or letter of enrollment at school
- \_\_\_\_\_ Student's academic transcript
- \_\_\_\_\_ Photograph of student (3x5 or larger)
- \_\_\_\_\_ Copies of W-2 Form(s) or recent check stub(s) from all family member(s) or sponsor(s) listed in the "Parents/Guardians" and "Household" boxes.

## SUBMISSION

This application form and all its attachments and/or supporting documentation must be **received** by Habele no later than **June 30th** of the summer before the school year begins. Habele works to announce scholarship awards during the first week of August. Checks will be mailed directly to schools. Incomplete and/or late applications will be discarded. Renewal applications from students who did not meet their reporting obligations last year (see "Contract," Item 3 above) will not be considered. Applications can be submitted by mail to: Habele Outer Island Education Fund 701 Gervais Street, Suite 150-244 Columbia, South Carolina, 29201, or, by email to: [njm@habele.org](mailto:njm@habele.org)

