

ALABAMA HOUSING AUTHORITIES EDUCATION and ENRICHMENT FUND, INC.  
APPLICATION FOR SCHOLARSHIP – **HIGH SCHOOL AND ADULT COLLEGE**

**PLEASE FILL IN YOUR APPLICATION ON LINE, PRINT FOR SIGNATURES, SCAN AND SUBMIT ALL ACCOMPANYING DOCUMENTATION ELECTRONICALLY (EMAIL). TO: STEVEN SIDES AT [cullmanha@bellsouth.net](mailto:cullmanha@bellsouth.net) NO LATER THAN 5:00PM CENTRAL TIME, MARCH 22, 2019. TRANSMISSIONS NOT SUBMITTED ELECTRONICALLY WILL NOT BE ACCEPTED. If you have questions please call 256-734-6171 or 334-614-9963.**

**CHECKLIST FOR ALL REQUIRED MATERIALS:**

<b>Item #</b>	<b>Required Materials</b>	<b>Completed</b>
1.	Name of Applicant	
2.	Sponsoring Housing Authority	
3.	Housing Authority Executive Director letter included	
4.	ALL Application questions answered	
5.	ALL Quick Reference questions answered	
6.	Verification of GPA included	
7.	Typed essay completed and included	
8.	Two (2) letters of recommendation included	
9.	Professional resume included	
10.	All requested supporting documentation included:	
	a. College transcripts (if required)	
	b. Letter(s) verifying extracurricular activities	
	c. Letter(s) verifying 25 or more working hours	
	d. Letter(s) verifying any community service activities	
	e. Verification of ACT score	
11.	Document signed where required	

**READ ALL OF THESE INSTRUCTIONS**  
**PLEASE READ CAREFULLY AS INSTRUCTION HAVE CHANGED**  
SCHOLARSHIP APPLICATIONS  
GENERAL INFORMATION  
HIGH SCHOOL AND ADULT COLLEGE

All scholarship applications must be submitted electronically and received by Steven Sides at [cullmanha@bellsouth.net](mailto:cullmanha@bellsouth.net) on or before **5:00PM CENTRAL TIME, MARCH 22, 2018**. *Scan application and documentation into one single PDF file attachment. Do not send as a JPG file.*

1. All Questions outlined in the application must be completed. If a question is not applicable indicate by clearly marking "N/A".
2. All answers on the application must be clearly legible (TYPED).
3. Any essays submitted **MUST BE TYPED**. No hand written essays will be scored.

If you are a **HIGH SCHOOL SENIOR**, the following is required:

1. Your most recent High School Transcript and ACT score and the date of the test.
2. Proof of completion of the State of Alabama high school exam.
3. If you took and successfully completed any Advanced Placement Classes, Honor Classes or College Equivalent Courses, **THEY MUST BE INDIVIDUALLY LISTED AND CLEARLY VERIFIED IN A LETTER FROM THE HIGH SCHOOL ACADEMIC COUNSELOR ON THE SCHOOL'S LETTER HEAD.**
4. IF you participated in any extracurricular school activity please provide a typed list with the years you participated in these activities. This list must be verified by your high school academic counselor.
5. IF you received awards of achievement please list and provide evidence of their receipt.
6. If you participated in community activities (i.e. church activities, local blood drive, big brother/big sister etc.) please provide a letter of involvement from the appropriate official on the organization's letterhead indicating the dates of involvement
7. If you are employed, please list the employer, dates of employment, and an estimated number of hours worked per week. For those that work in excess of 10 hours per week, verification from the employer must be submitted.
8. In order to complete the application, each applicant must submit the following:
  - A. A short essay outlining each applicant's accomplishments, goals and aspirations. The essay must be **TYPED (HANDWRITTEN SUBMISSIONS WILL NOT BE ACCEPTED).**
  - B. At Least **TWO** letters of recommendations. **All recommendations must be typed, on proper letterhead, and signed by the person submitting the recommendation.** One letter of recommendation must come from a high

school teacher or principal (not from the academic counselor). The other letter will come from whomever the applicant wishes. It is recommended that the recommendation not come from friends, church acquaintances' or relatives but from someone that can more clearly objectively provide the recommendation.

4. If you are an **ADULT COLLEGE STUDENT**, the following is required:
  - a. Proof of completion of a HIGH SCHOOL DIPLOMA OR GED
  - b. If you participate in community activities (i.e. church activities, local blood drive, big brother/big sister etc.) please provide a letter of involvement from the appropriate official on the organization's letterhead indicating the dates of involvement
  - c. If you are employed, please list the employer, dates of employment, and an estimated number of hours worked per week. For those that work in excess of 10 hours per week, verification from the employer must be submitted
  - d. In order to complete the application, each applicant must submit the following:
    - i. A short essay outlining each applicant's accomplishments, goals and aspirations. The essay must be TYPED (HANDWRITTEN SUBMISSIONS WILL NOT BE ACCEPTED)
    - ii. At Least TWO letters of recommendations. All recommendations must be typed, on proper letterhead, and signed by the person submitting the recommendation. One letter of recommendation must come from an employer, housing authority employee, community member that knows the applicant well. The other letter will come from whomever the applicant wishes. It is recommended that the recommendation not come from friends, church acquaintances' or relatives but from someone that can more clearly objectively provide the recommendation.
5. All applicants entering college, trade, or technical school *for the first time* must expect to receive a Diploma or General Education Development (GED) Certificate by July 8, 2019.
6. Applicants continuing their college careers, regardless of age, are eligible to apply for the scholarships. Prior year applicants and recipients are eligible to apply again for the scholarship. Scholarships may only be awarded a maximum of four (4) years to the same recipients and ONLY for Bachelor Level Degrees, no Graduate school degrees.
7. The Executive Director Memorial Scholarship will be made to a current employee's son or daughter. The employee must have been employed by a public housing authority in the State of Alabama for at least two (2) consecutive years, and the recipient must have been living with the employee for the period and be a graduating high school senior or continuing their college career.
8. Funds are to be utilized by July 6, 2020. Funds may be used at accredited universities and colleges, community colleges, and trade/technical schools. If awardee needs an extension due to unforeseen circumstances, a request must be sent in writing to the AHAEFF, Inc. Board, which has the discretion to approve or deny the extension. The grantee's failure to continue the required course of study will cause the unused portion of funds to revert to AHAEFF for award to another applicant.

- 9. The AHAEF Board will convene for the purpose of selecting the finalists after reviewing all applications received. The applications from high school students will be judged primarily on academic achievements; however, extracurricular school and community activities and achievements will also be considered. Success in core curriculum courses will have a bearing on the weight given to academic achievements. The applications from adult applicants will be judged primarily on grades/volunteer services, resume, personal essays, and recommendations.**
- 10. The sponsoring housing authority shall provide travel and/or lodging for the applicant and one family member to the scholarship award ceremony for winners.**
- 11. The scholarship awards will be presented during the AAHRA Annual Conference Scholarship dinner LOCATION TO BE DETERMINED in August 2019.**