

# Sheridan Technical College Scholarship Foundation Application Form

## Spring 2016

The Sheridan Foundation Scholarship Fund awards dollars (a minimum of \$500) to current Sheridan Technical College students for the purpose of continuing their education at Sheridan Technical College. Students will only be able to receive scholarship dollars one time.

The criterion for selection is:

- Good moral character and community involvement,
- Scholastic aptitude and performance,
- Achievement in their technical program, and
- Two recommendations from an instructor, counselor or employer.

Scholarships will be granted for enrollment at Sheridan Technical College and must be expended by June 30, 2017. Funding will be paid directly to Sheridan Technical College not the student.

### Sheridan Foundation Scholarship Application Information

Section A ~ Personal Information

Section B ~ Letter of Recommendation Suggestion

Each applicant will need to include a summary page printout of their grades (from the unofficial transcript) or a letter from the program teacher stating the grade average and two letters of recommendation (see suggestions on what to include on the enclosed forms) from instructors, counselors, or employers. Once completed, the instructor/counselor/employer will need to place the Letter of Recommendation in the sealed envelope and sign across the seal.

Signature Page certifies the application and documentation are complete and accurate.

**IMPORTANT: This original application must be typed for legibility purposes, the hard copy, and original signature page, will be submitted to Rhonda Biazar in care of Lynn Goldman, the Sheridan Foundation Scholarship Coordinator, no later than 12:00 p.m. on May 13, 2016 (Administration Building). Incomplete or late applications will not be considered. Award notification will be made on May 26, 2016.**





## Letter of Recommendation Instruction Sheet Instructors/Counselors/Employers

**Please read carefully and share with the people writing the letters**

*On your business letterhead, please write a one-page letter of recommendation for the Sheridan Technical College Scholarship Applicant. Be sure to include your name, title and contact information; phone number and email address. **Your comments will carry a significant amount of weight in the selection process to awarding scholarship dollars.***

*When you have completed your letter, kindly place it in a sealed envelope, sign the envelope across the seal.*

*This Scholarship is awarded to students based on good moral character, community involvement and technical aptitude, so your words help to give insight to the committee which awards the dollars.*

*Financial need is not criteria to be reviewed.*

Below are some suggestions of items to include in your letter:

- Date:
- Name of Scholarship Applicant:
- How do you know the applicant and for how long?
- To what extent does the applicant participate in classroom discussions and/or extra extracurricular activities or in employee meetings?
- List one or two areas of strength you have witnessed involving this applicant.
- Indicate the applicant's character and personality and provide an example.
- Indicate the applicant's scholastic attendance, participation, teamwork, grades, achievement and/or technical proficiency and provide an example. How effective is the employee with regard to training co-workers?
- Indicate the applicant's leadership potential (both inside and outside of the school/work environment) and provide an example.