

Travis Spouses Club

PO Box 1475 * Travis AFB, CA 94535 * scholarships@travisspousesclub.com

Scholarships Application Package

Travis Spouses Club Scholarship Eligibility (must meet all requirements below);

1. Applicant must be a legal dependent family member of one of the following:
 - a. an Active Duty, Guard, or Reserve Component assigned to Travis Air Force Base unit or on a remote assignment with family member residing in Solano County or Contra Costa, Sonoma, Napa, Yolo, or Sacramento counties
 - b. a retired United States Military member residing in the Solano County or Contra Costa, Sonoma, Napa, Yolo, or Sacramento counties
 - c. a deceased United States Military member residing in the Solano County or Contra Costa, Sonoma, Napa, Yolo, or Sacramento counties
2. The applicant must be a natural-born child, legally adopted child, dependent stepchild, or a dependent spouse
3. Applicant does not have to reside with the sponsor to be eligible for award
4. Applicant must have a valid military identification card
5. Applicants may **NOT** have:
 - a. already accepted a full scholarship, full grant, or an appointment to a military service academy
 - b. a parent that has a duty or is on the Scholarship Committee
 - c. a duty with or be on the Scholarship Committee
 - d. have used a Travis Spouses Club scholarship award for the same competing category in the prior year.

Applicant Competing Categories;

Applicants will compete in three (3) separate categories for awards. The categories are dependent children currently enrolled as a senior in High School, dependent children that have graduated High School and/or attended a College, and dependent Spouses.

Scholarship Judging and Scoring;

The judging of applicants will be done by non-biased individuals from the local military community. All applications will have their identifiable information masked from the judges. All decisions made by the judges and the Scholarship Committee are final and may not be reconsidered.

Basis of Awards;

The judges will evaluate all applications on a non-discriminatory basis without regard to race, creed, gender, financial need, color, religion, age, ethnicity, disability, or place of national origin.

Scholarship applications are competitively judged and not all applicants may receive an award. Award amounts are based upon the donations and charitable funds raised by the Travis Spouses Club during the year.

Presentation of Awards;

Award winners will be notified by the Scholarship Committee in the month of May and before June 1st. Those applicants not receiving a notification are welcome to apply again next year.

Restrictions on the Use of Awarded funds;

Awards must be used at an accredited United States college, university, technical or trade school for tuition, books, or on campus room and board expenses. Awards must be used in the year won and for the upcoming school year only. Awards are from charitable donations and may not be used for personal expenses even if those expenses are associated with education.

Forfeiture of Award;

An award winner who has not sent a completed the Verification of Enrollment Form **postmarked by September 30th** will automatically forfeit their award. The Travis Spouses Club reserves the right to withdraw an award if the applicant fails to remain in good community standing. Withdrawal from an institution enrolled where an award has been used, shall constitute forfeiture of the remaining award.

Payment of Awards;

Awards will be paid directly to the recipient's school of choice as indicated on the completed Verification of Enrollment Form from the institution. Travis Spouses Club will begin sending checks upon receipt of the Verification of Enrollment Form starting in August. Please be aware of delays due the mail processing and the volume of students enrolling during these peak times. Most if not all institutions are aware of these delays in dealing with scholarship awards.

Award Return Requirements;

Unused or forfeited funds must be returned to the Travis Spouses Club within 30 days.

Notification of Withdrawal;

Notification must be sent to Travis Spouses Club within 30 days of the withdrawal from the institution where scholarship funds have been used.

Medical Deferment Requests;

Requests for deferment for medical reason are allowed. Submit your request in writing to the Travis Spouses Club before the Sept 30th deadline for the Verification of Enrollment process or in the notice of your withdrawal. Travis Spouses Club will notify you in writing if the deferment was approved this letter should be included in your application next year. Decisions are final.

Application Contents shall include the following;

1. Scholarship Application Form
2. Scholarship Agreement Form
3. Copy of your military identification card.
4. Copy of your official educational records based on competing category:
 - a. Children in High School Category;
 - i. current High School transcript,
 - ii. completed STAT form
 - b. Children graduated High School and/or attending College Category;
 - i. current official/unofficial College transcript (if attended)
 - ii. copy of your High School diploma or State recognized HSE/GED certificate
 - c. Spouse Category;
 - i. copy of your High School diploma or State recognized HSE/GED certificate
5. Two letters of recommendation from those who can attest to your attributes and potential for future success. The strongest applications will include one letter from each set below:
 - a. Teacher, Counselor, Advisor, or Coach
 - b. Employer, Community Leader, or Clergy
6. A resume or CV on one or two pages consisting of the following:
 - a. Education, school attending currently, GPA, and class rank
 - b. Extracurricular activities, clubs, sports, volunteerism, work, or hobbies (include number of hours per week or month spent per each)
 - c. Honors or Awards won
7. Typed essay between 350 and 500 words double spaced. Reference guide herein.

***** ANY OTHER DOCUMENT OR LETTERS WILL NOT BE ALLOWED *****

Documentation Requirements;

Scanned or photocopied official records must be full legible copies and easy for a person to determine authenticity of its origin (by the presence of watermarks, security paper indicators, stamp, embossing, or other seal affixed thereon). Do not send the original copy of your diploma or HSE/GED certificate it will not be returned.

Home School transcripts and records from a Church, umbrella school, correspondence institution, Home School curriculum provider, or parent attesting to course completion are acceptable.

No documents submitted will be returned by Travis Spouses Club. They will all be destroyed.

Responsibilities of Applicant;

It is the responsibility of the applicant to ensure the application is complete, sent, and received before the deadline. The Scholarship Committee is not allowed to assist the applicant in any way for the submission process. Missing or incomplete contents of an application may cause the applicant to be disqualified/rejected or receive a lower score than other applicants.

Once an application is submitted it is considered final, and no further submissions or modification to the application is allowed. This is to ensure that the submission and judging process is fair for all competing applicants.

Application Deadline;

Completed applications must be submitted or **postmarked by deadline**. To ensure integrity in the competitive process there are no exceptions to this deadline and all late applications are ineligible for an award.

Mail applications, returns, and verification of enrollment form to;

Travis Spouses Club
Attn: Scholarships
PO Box 1475
Travis AFB, CA 94535

Electronic or Scanned Submissions;

Once an electronic application is sent that submission is considered final as if it was sent by mail. Submissions must be in either a Microsoft Word or PDF file format. The submission may be a single or multiple file attachment in a single email message. Please title the subject line with "Application Submission".

Applications may be submitted directly to: scholarships@travisspousesclub.com

Questions;

Should you have any other questions, please contact: scholarships@travisspousesclub.com

Travis Spouses Club Scholarship Application Form

Select the category based on your status:

- [] dependent child currently enrolled as a senior in High School
[] dependent child who has graduated High School and/or attending College
[] dependent spouse

Please print clearly:

1. Applicant's full name: _____
2. Applicant's Last 4 of Social Security Number: XXX-XX-_____ (for identification)
3. Local Mailing Address: _____

4. Phone Number: _____
5. Email: _____

Sponsor (Military Member Information):

1. Sponsor's full name: _____
2. Sponsor's last 4 of SSN#: XXX-XX-_____ (for identification)
3. Sponsor's current status: ____ Active Duty, ____ Reserve, ____ Retired, ____ Deceased
4. Branch of Service: _____
5. Relationship to sponsor: ____ Dependent Child ____ Dependent Spouse

Travis Spouses Club Scholarship Agreement Form

Applicant Agreement:

1. I will not be eligible to receive an award if at any time prior to enrollment I accept an appointment to any military service academy or receive a full four-year ROTC or other full four-year scholarship. A full scholarship is one that covers all tuition, books, room, and board. The applicant agrees to forfeit award and return of any unused funds.
2. A scholarship award from the Travis Spouses Club may not be paid to an individual or directly to the applicant. A Verification of Enrollment Form which contains the student identification information and institution's payment instructions is required. It is the responsibility of the applicant to ensure the verification of enrollment form is postmarked on or before **September 30th**. Late or non-receipt of the verification of enrollment form constitutes the forfeiture of award.
3. If, for any reason, applicant decides to enroll and/or transfer to another school, decide to discontinue attendance, or become ineligible under item 1 above, it is my responsibility to notify the Travis Spouses Club in writing within 30 days of such event.
4. I give my consent for the Travis Spouses Club and its designee permission to examine my transcripts and records, make inquires to officials, and research references. I understand that any contact and/or inquires is for the sole purpose of evaluating the applicant's scholarship application package. Furthermore, I waive any right to amend, alter, or retract portions of the application once received by Travis Spouses Club.
5. I hereby give my consent if selected for an award for the use of my photo, name, and school data to be used for publicity by the Travis Spouses Club in the media by electronic and print.
6. I understand I may be required to provide further documentation to verify my eligibility for an award.
7. I have read and meet all the eligibility requirements for an award. I agree to fulfill all my requirements under this agreement. If I fail to fulfill such requirements, I shall return any unused or forfeited award to Travis Spouses Club within 30 days.

I hereby certify that I have read and agree to the terms above. I declare the information contained and attached to this scholarship application is true and accurate.

X: _____
Applicant's Signature

Dated: _____

X: _____
Military Sponsor's Signature (or surviving widow/er)

Dated: _____

Travis Spouses Club STAT Form

Applicant please fill in the following information:

1. Applicant's Name: _____
2. School Name: _____

An authorized representative of the school (i.e. Counselor, Registrar, Advisor, Assistant Principle, or Principle) must complete the portion below.

Counselor/Advisor of a High School applicant please fill in the following (if known):

Class Size: _____

Class Rank: _____

Percentile Rank: _____

Please convert the following GPA average to a 4.0 scale.

Cumulative grade point average through the last term completed: _____

Is the applicant currently on track for graduation early or at the end of the year? YES / NO

Please include an official copy of the following;

1. SAT, ACT, or GRE scores (if available)
2. Transcript (on security paper, stamped, embossed, or seal affixed)

X: _____ Dated: _____
Advisor/Counselor Signature

Printed Name/Title

Contact Info (Email/Phone)

SCHOOL OFFICIAL: When you have completed this form, please return it to the applicant. Scholarship applications are due and must be postmarked by a deadline.

Travis Spouses Club Scholarship Letters of Recommendation Guide

Each scholarship applicant must submit two letters of recommendation. The strongest applications will include one letter from each set:

1. Teacher, Counselor, Advisor, or Coach
2. Employer, Community Leader, or Clergy member

APPLICANTS: Please ensure your endorsers are aware of the following guidelines;

ENDORSER: Your recommendation must be returned to the applicant for inclusion into the application before the published deadline.

Please make sure letters of recommendation comply with the following requirements:

1. Please Include any information that can attest to the applicant's future success and attributes, including but not limited to, the applicant's scholastic achievements, leadership, and outstanding performance in his/her extracurricular and community activities.
2. Recommendations must be typed and limited to one page in length.
3. Contact information to include author's full name, title, contact information, relationship to applicant, date, and a signature. Use of letterhead is preferred.
4. Endorsers may not be family members or relatives of the applicant.

Thank you for your time and effort supporting the applicant!

Travis Spouses Club Scholarship Essay Guide

Each scholarship applicant must submit a typed essay of 350 to 500 words double spaced. Do not use any identifying information in your essay instead use “applicant”, “student”, or a personal pronoun rather than your name. Essays need to be converted to a Word document or PDF file if electronically sent as an attachment.

Please choose only one of the following topics for your essay:

1. Write about a cause for which you either currently volunteer or plan to volunteer for in the future. Why would you donate your time and what impact do you or will you want to have for this cause?
2. Write about how your sponsor’s military service has influenced your actions or inspired you. Can you describe a specific experience or event where the sponsor’s service helped you?
3. Write about how the inherent family moves associated with your sponsor’s military service has allowed you to live in diverse places and meet a variety of different people from a wide range of backgrounds. How has this influenced your education or choices?

Travis Spouses Club Verification of Enrollment Form

Name of Institution

This form is to certify that the following student:

| | |
|---------------|--|
| STUDENT NAME: | |
| STUDENT ID: | |

is registered at the institution named above, and will begin their studies during the:

| | |
|---------------------|---|
| Quarter / Semester: | <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer |
| Academic Year: | |

Signature - Office of the Registrar
Affix seal below

Awards may only be mailed to the accounting department of the institution. To expedite payment of an award to the institution, please note the payment address and office that the check should be mailed to below:

Address: _____

Please return this form to;

Travis Spouses Club
Attn: Scholarships
PO Box 1475
Travis AFB, CA 94535