

# Travis Spouses Club

PO Box 1475 \* Travis AFB, CA 94535 \* [scholarships@travisspousesclub.com](mailto:scholarships@travisspousesclub.com)

## Scholarship Eligibility, Instructions, Application Package, Guides, and Forms

### Scholarship eligibility:

To be eligible for a scholarship award applicant must meet all of the following (5) numbered 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 members residing in Solano County or Sonoma or Napa counties.
  - b. a retired United States Military member residing in Solano County or Sonoma or Napa counties.
  - c. a deceased United States military member residing in Solano County or Sonoma or Napa counties. (K.I.A. or M.I.A)
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 an award but must be able to provide a local resident address or other proof of eligibility based on locality or assigned station
4. Applicant and sponsor, must have a valid dependent military identification card, or other proof of eligibility (DD 214 of sponsor, print of registration in the DEERS system, etc.)
5. Applicants may **NOT** have:
  - a. already accepted a full scholarship/grant to an institution, or the appointment to a military service academy
  - b. already awarded and accepted a Travis Spouses Club Scholarship in the past
  - c. a duty with or be on the Travis Spouses Club Scholarship Committee
  - d. a parent, family member, or acquaintances that with a duty with or is on the Travis Spouses Club Scholarship Committee

### Frequently asked questions about eligibility:

The Travis Spouses Club dependent scholarship program is specifically provided to support our dependent family members in the local military community. We do not award to Active Duty, Reserve, Guard, Veterans, DOD Civil Service, or to the general public.

## INSTRUCTIONS

### Basis of awards:

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, as such the number of winners and amounts will vary year over year.

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 judging:

The competitive judging of applicants will be done by non-biased individuals. All determinations made by the judges and the Scholarship Committee are considered final and may not be reconsidered.

Judges are instructed to give favorable consideration to strong essay, resume, and the applicant's recommendation letters.

### Applicant competitive categories:

Scholarship applicants compete in one of these (3) categories for awards. They are:

- (A) dependent children currently enrolled as a senior in High School
- (B) dependent children that have Graduated High School and/or attended a College
- (C) dependent Spouse.

### Use of funds from an award:

Awarded funds are to be used at an accredited United States college, university, technical or trade school institution. Award may be used for tuition, books, or on campus room and board expenses only.

### Restriction on award payments:

Award monies are sourced from charitable donations and may not be used for personal expenses even if those expenses are associated with the educational goals. Institutions will place award funds into the student account and mark them as restricted use.

### Award winner enrollment and Verification of Enrollment Form responsibilities:

Award winners are required to be enrolled for the same year in the fall school term and have returned a completed Verification of Enrollment Form by Sept 30th. A form is included in this package for use by the institution, however, some schools have their own internal form or return process which is acceptable as long as the required information is present.

### Payment of award by the Travis Spouses Club:

Awards will be paid directly to the recipient's school of choice as indicated on the completed Verification of Enrollment Form only when it has been returned by the deadline. Travis Spouses Club will begin sending checks only starting in August.

Please be aware of delays that happen and are 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 award payments.

### Forfeiture of an award by an award winner:

An award winner who has not enrolled in a school or returned the required completed Verification of Enrollment Form by the deadline will automatically forfeit their award. Travis Spouses Club reserves the right to withdraw an award and deem it forfeited if the applicant fails to remain in good standing with the community.

### Withdrawal from an enrolled institution:

Notification must be sent to Travis Spouses Club within 10 days of the withdrawal from an institution where enrolled and award funds have been used.

### Award return requirement:

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

Medical deferment requests;

Medical requests to defer your award are allowed on a case by case basis. Submit your request in writing to the Travis Spouses Club before the Sept 30th deadline for the Verification of Enrollment process deadline. Approved deferments will require the applicant to reapply during the next application period but the deferred award amount will be added to any additional scholarship award won or not won for that application period.

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 the 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 or the package to be rejected, disqualified, and/or receive a lower weighted consideration during the judging process.

Once an application has been 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. Strong applicants will ensure submitted packages are representative of their desire to receive an award.

Application deadline:

Completed applications must be submitted or postmarked by the published deadline. To ensure integrity in the competitive process there are no exceptions to this deadline and all late applications are ineligible for an award. Publication deadline is found in flyers, media postings, and/or upon our website with the website being the official source and located here:

**[www.travisspousesclub.com](http://www.travisspousesclub.com)**

Submission of application package;

Applicant may choose to submit an application by mail or by using electronic mail. Files must be in the PDF file format. The submission can be a single or multiple file attachment but must be sent in a single email message. Please title the electronic mail subject line with "Application Submission".

Submit electronic mail packages directly to: [scholarships@travisspousesclub.com](mailto:scholarships@travisspousesclub.com)

Mail all applications, returns, notices, and Verification of Enrollment Form to;

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

Questions;

The Scholarship Committee may not assist in the submission of an application but are ready to answer any questions. Volunteers regularly check electronic mail but there may be delays in responses during high volumes or breaks.

Should you have any other questions, please contact: [scholarships@travisspousesclub.com](mailto:scholarships@travisspousesclub.com)

## **\*\*APPLICATION CHECKLIST\*\***

Applicant shall submit and include the following to the Travis Spouses Club;

1. Scholarship Application Form
2. Scholarship Agreement Form
3. Copy of your dependent military identification card and sponsor's military ID card.
4. 2 documents that show proof of residence in the Travis Air Force Base immediate area. Examples of such documents are utility bill, cell phone bill, CA driver's license.
5. Copy of your official educational records based on your competing category:
  - a. Category (A) children currently in High School Category;
    - i. current High School transcript,
    - ii. completed STAT form
  - b. Category (B) children graduated High School and/or attending College;
    - i. current official/unofficial College transcript (if attended or attending)
    - ii. copy of your High School diploma or State recognized HSE/GED certificate
  - c. Category (C) Dependent Spouse;
    - i. copy of your High School diploma or State recognized HSE/GED certificate
6. Two recent 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
7. A resume or CV on one or two pages consisting of the following:
  - a. Education history, school attending currently or have attended in the past
  - b. Employment or work experiences
  - c. Extracurricular activities, clubs, sports, volunteerism, work, or hobbies (include number of hours per week or month spent per each)
  - d. Honors or awards won
8. Typed essay between 350 and 500 words double spaced. Topic choice in guide below.
9. A recent photo of yourself allowing Travis Spouses Club to use in our social media and newsletter. The photo may be emailed to [scholarships@travisspousesclub.com](mailto:scholarships@travisspousesclub.com)
10. **\*\*\* ANY OTHER DOCUMENT OR LETTERS WILL NOT BE ALLOWED \*\*\***

# Travis Spouses Club Scholarship Application Form

Select the category based on your status:

- [     ] dependent child currently enrolled as a senior in High School – (A)
- [     ] dependent child who has graduated High School and/or attending College – (B)
- [     ] dependent spouse – (C)

Please print clearly:

1. Applicant's full name: \_\_\_\_\_
2. Applicant's Last 4 of Social Security Number: XXX-XX-\_\_\_\_\_ (for identification)
3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Email: \_\_\_\_\_

Sponsor (Military Member Information):

1. Sponsor's full name: \_\_\_\_\_
2. Sponsor's Address: \_\_\_\_\_  
\_\_\_\_\_
3. Sponsor's last 4 of SSN#: XXX-XX-\_\_\_\_\_ (for identification)
4. Relationship to sponsor: \_\_\_\_ Dependent Child    \_\_\_\_ Dependent Spouse
5. Branch of Service: \_\_\_\_\_
6. Sponsor's current status: \_\_\_\_ Active Duty, \_\_\_\_ Reserve, \_\_\_\_ Guard, \_\_\_\_ Retired,  
\_\_\_\_ Deceased (while in service or retired)

# **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 ROTC, or other full 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 if after award a full scholarship from another source has been awarded.
2. I will not be eligible to receive an award if I have been awarded a Travis Spouses Club Scholarship in the past.
3. 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 an award.
4. 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 10 days of such event.
5. I give my consent for the Travis Spouses Club and its designee permission to examine or obtain 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.
6. 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.
7. I understand I may be required to provide further documentation to verify my eligibility for an award if requested by the Travis Spouses Club.
8. 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

High School Category (A) Only

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: \_\_\_\_\_

Unweighted GPA: \_\_\_\_\_ Standard 4.0 and most commonly used

Weighted GPA: \_\_\_\_\_ Course difficulty factored into GPA 5.0 scale

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. At the top of your essay document be sure to include the topic you have chosen to write about (this does not count towards the total word count allowed or required).

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?

**Below is the guide for after an applicant has won a scholarship award**

## **Travis Spouses Club Verification of Enrollment Guide**

This form is for the applicants who have been notified of winning a scholarship award only those applying for a scholarship may disregard its instructions.

**PURPOSE:** For the Travis Spouses Club to properly payout a scholarship award we will need to verify enrollment with your chosen institution.

It is the award winner's sole responsibility to ensure the completed form is returned to the Travis Spouses Club before September 30th or postmarked by this date. Failure to meet this deadline may cause your award to be forfeited. We understand that there are processing delays especially during peak enrollment periods.

**PAYMENTS:** The Travis Spouses Club will begin issuing checks to institutions in which the Verification of Enrollment Form has been returned after August 1st. Checks are usually mailed weekly. It is not unheard of for institutions to have 2-4 week delays in crediting a student's account.

**INSTRUCTIONS:** The institution will need to fill out all sections of the form and affix a signature, seal, or stamp to the form. The form should contain your name and student identification number along with a return address for payments. Some institutions are able to print their own Verification of Enrollment Forms, use of these forms is acceptable in place of the form we provide as long as it contains the required information above.

**PAYMENT ADDRESS:** The address in which Travis Spouses Club mails an award check must be the official schools address for accepting scholarship payments. No checks will be mailed to personal or noninstitutional addresses whatsoever. We recommend the institution stamp this section with the correct information.

**REMINDER:** Use of scholarship awards is restricted to tuition, books, and on campus room and board only. Institutions will place restrictions on scholarship funds on our behalf. You will not be able to withdraw or use the funds for anything other than what is authorized. Unused funds will be returned to the Travis Spouses Club at the end of the school year by the institution.

# 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"/> <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**