



CITY OF HOUSTON EMPLOYEES CHILDREN'S SCHOLARSHIP PROGRAM

THE PROGRAM

The City of Houston has established a scholarship program to assist employees' children who plan to attend college. Scholarships are funded through the Greater Houston Community Foundation and are offered each year for full-time study at an accredited institution of the student's choice.

This scholarship program is administered by Scholarship Management Services®, a division of Scholarship America®. Scholarship Management Services is the nation's largest designer and manager of scholarship and tuition reimbursement programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, gender, disability or national origin.

ELIGIBILITY

Applicants to the City of Houston Employees Children's Scholarship Program must be -

- Dependent* children, age 24 and under, of full-time City of Houston employees who have a minimum of three years of employment with the City as of the application deadline date.
**Dependent children are defined as natural and legally adopted children or stepchildren living in the employee's household or primarily supported by the employee.*
- High school seniors or graduates, including those who have earned a General Equivalency Diploma (GED), who plan to enroll for the first time in full-time (12 credit hours or more) undergraduate study at an accredited two-year or four-year college or university for the entire upcoming academic year. Students currently attending college are not eligible to apply.
- Maintaining a minimum grade point average of 2.5 on a 4.0 scale (or its equivalent).

AWARDS

If selected as a recipient, the student will receive a \$2,000 or a \$1,000 award. Awards of \$2,000 will be granted to students attending a four-year institution and awards of \$1,000 will be granted to students attending a two-year institution. Awards are not renewable and are for one time only.

Awards are for undergraduate study only.

APPLICATION

Interested students must complete the application and mail it along with a current, complete transcript of grades to Scholarship Management Services, postmarked no later than **April 1, 2012**. Grade reports are not acceptable. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken. Applicants will receive acknowledgment of receipt of their application. If an acknowledgment card is not received within three weeks, applicants may call Scholarship Management Services at 1-800-537-4180 to verify that the application has been received.

Applicants are responsible for gathering and submitting all necessary information. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by Scholarship Management Services.

SELECTION OF RECIPIENTS

Scholarship recipients are selected on the basis of academic record, work experience, demonstrated leadership and participation in school and community activities, honors, statement of goals and aspirations, unusual personal or family circumstances, and an outside appraisal. Financial need is not considered.

Selection of recipients is made by Scholarship Management Services. In no instance does any officer or employee of the City of Houston or the Greater Houston Community Foundation play a part in the selection. All applicants agree to accept the decision as final.

Applicants will be notified in late May. Not all applicants to the program will be selected as recipients.

PAYMENT OF SCHOLARSHIPS

Scholarship Management Services processes scholarship payments on behalf of the Greater Houston Community Foundation. Payments are made in one installment on August 15. A check will be mailed to each recipient's home address and made payable to the school for the student.

OBLIGATIONS

Recipients have no obligation to the City of Houston or the Greater Houston Community Foundation. They are, however, required to notify Scholarship Management Services of any changes in address, school enrollment, or other relevant information and to send a complete transcript when requested.

REVISIONS

The City of Houston reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time including termination of the program.

ADDITIONAL INFORMATION

Questions regarding the scholarship program should be addressed to:

City of Houston Employees Children's Scholarship Program
Scholarship Management Services
One Scholarship Way
Saint Peter, MN 56082

Telephone: 1-800-537-4180

Administered by

**Scholarship
Management
Services®**

A Division of Scholarship America®