**NANCY NEUBECK MEMORIAL SCHOLARSHIP**

**Undergraduate Application for Fall 2016**

The scholarship is funded by the Nancy Neubeck Memorial Scholarship Fund, which is managed and dispursed by the Northern Arizona University Foundation. It is the goal of this scholarship is to provide financial support to meritorious and needy student employees or dependents of employees in the NAU Facility Services Department. Please review the information provided and contact the Facility Services CARE Committee via email with any questions.

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| **ELIGIBILITY** |

Eligibility requirements:

* Applicant must enroll or be enrolled at Northern Arizona University as a full-time student (minimum of 12 credit hours).
* The applicant must be either a student employee in the Facility Services Department at Northern Arizona University, or a dependent of a full-time or part-time employee of the NAU Facility Services Department.
* The applicant must maintain a minimum 2.5 cumulative grade point average and be in good current academic standing with NAU.
* The applicant must demonstrate financial need.
* The applicant must demonstrate some self-support through on-campus or off-campus employment.
* If the above criteria are met by more than one applicant, and one applicant is a music major, preference will be given to that student.

Students entering college as freshman, as well as sophomores, juniors and seniors are welcome to apply. *Not applicable for part-time students. Not applicable for graduate school.*

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| **ACADEMIC CRITERIA** |

* The applicant must maintain a minimum 2.5 cumulative grade point average and be in good current academic standing with NAU.
* Candidate must enroll or be enrolled at Northern Arizona University as a full-time student (minimum of 12 credit hours)
* Preference will go to music majors

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| **SCHOLARSHIP RENEWAL** |

* Scholarship awards may be renewed, at the discretion of the selection committee, as long as the student meets the eligibility criteria outlined above.
* Prior receipt of a scholarship does not guarantee a future academic year scholarship.

*Scholarships will be awarded for one academic year and paid by semester or quarterly and be a part of the student’s financial aid package. First semester / quarter grades will be required for second semester disbursement.*

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| **APPLICATION/SELECTION PROCESS** |

**Deadlines**

* **Application Deadline is May 25, 2016**
* Applications submitted **electronically, and by fax:** Applications must be received on or before 11:59 PM Arizona time on **May 25, 2016**
* Applications submitted by **postal mail:** Applications must be postmarked on or before  **May 25, 2016**
* Applications may also be **hand** delivered to NAU Facility Services, Bldg. 77, Office 101 **by 4:00 pm May 25, 2016**

**Notification of Award/Denial**

* Applications will be reviewed in July, and scholarship recipients will be notified by August 10, 2016 by the Nancy Neubeck Memorial Scholarship Committee.
* Funds will be dispersed through NAU Student Financial Aid as they become available
* Applicants and Recipients of the Nancy Neubeck Memorial Scholarship may not contact the family of Nancy Neubeck or the Nancy Neubeck Scholarship Board of Directors directly in any way. All correspondence must go through the scholarship committee at Facility Services.

**Note: Application Materials Submitted**

All application materials, once submitted and received, become the property of the Nancy Neubeck Memorial Scholarship Committee and will not be returned.

**CONTACT FOR FURTHER INFORMATION ABOUT THIS SCHOLARSHIP**

**Email:** FSCARE@nau.edu

**Fax Number:** 928-523-9841

Include a cover sheet addressed to FS CARE- Nancy Neubeck Memorial Scholarship

**Mailing Address:**

NAU FS CARE Committee

PO Box 6016

Flagstaff, AZ 86011

Name of Applicant:

**CHECKLIST OF MATERIALS TO BE CONSIDERED A COMPLETE APPLICATION**

Below lists all materials necessary for a **complete** application

Completed Checklist Sheet – Sections 1, 2 and 3 with applicant signature and date in Section 4

**Fill this page out completely and return (pages 3, 4, 5, 6) with the following items**

Personal essay (Section 4)

Letter of recommendation

Letter should be written by a professional person who is familiar with the applicant’s academic work and if able, address leadership and community service activities

Documentation of grade point cumulative (GPA)

Submit an unofficial dated undergraduate copy of GPA

If an entering college freshman, this documentation would come from your graduating high school

Documentation of completed FASFA (Free Application for Federal Student Aid) [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Provide a copy of your FASFA completed forms

Documentation of connection to Facility Services and student employment

*Incoming freshman:* submit a letter of acceptance from Northern Arizona University.

*Current college students*: submit enrollment verification for Fall 2016

*Transferring students:* submit a letter of acceptance from Northern Arizona University.

*Continuing college students:* submit enrollment verification for Fall 2016

**Please review your application to assure Sections 1, 2 and 4 are filled out completely**

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| **SECTION 1: STUDENT INFORMATION [coversheet/top page –return this section when completed]** |

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| **APPLICATION DATE:** |  |
| **Employment Information:** (either on or off campus self-support): |  |
| **Facility Services Connection:**  (Must be either: An FS Student employee or the dependent of an FS Employee. List FS employee name, employee number and department) | Self or  Dependent of  FS Employee Name:  Employee #:  Employee Department: |
| FULL NAME: Last, First, Middle |  |
| STUDENT ID NUMBER (if applicable): |  |
| COLLEGE CLASSIFICATION for the  upcoming academic year: |  |
| COLLEGE MAJOR: |  |
| COLLEGE MINOR: |  |
| EXPECTED GRADUATION DATE: |  |
| **HIGH SCHOOL CUMULATIVE GPA:**  (for those applying as Freshman) |  |
| **RANK IN HIGH SCHOOL GRADUATING CLASS:** (for those applying as Freshman) |  |
| **UNIVERSITY CUMULATIVE GPA:** (for those applying as Sophomore or higher) |  |
| **CURRENT OR HOME ADDRESS:**  Street/PO Box,City, State, Zip code |  |
| **CURRENT OR HOME PHONE NUMBER** (Include Area Code): |  |
| **PERSONAL EMAIL ADDRESS:** |  |
| **PARENT(S) OR GUARDIAN(S) NAME(S):** |  |
| **COLLEGE ADDRESS:**  Street/PO Box,City, State, Zip code |  |
| **COLLEGE PHONE NUMBER**  (Include Area Code): |  |
| **COLLEGE EMAIL ADDRESS:** |  |
| **LIST ANY OTHER WAYS WE CAN CONTACT YOU** |  |

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| **SECTION 2: TELL US ABOUT YOURSELF (continue on a separate page if needed-return with application)** |

List the names of clubs/organizations of which you were or are a member, elected offices/leadership positions (if any), and years of participation:

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| **Name of Organization** | **Elected Offices or Leadership Positions (if any)** | **Years of Participation** |
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| **Brief Description of the Organization:** | | |
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| **Brief Description of the Organization:** | | |

List extracurricular and/or community activities, elected offices/leadership positions (if any), and years of participation

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| **Name of Activity** | **Elected Offices or Leadership Positions (if any)** | **Years of Participation** |
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| **Brief Description of the Activity:** | | |
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| **Brief Description of the Activity:** | | |

List honors/awards and years received:

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| Name of Honor or Award | Year Received |
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Do you have an interest in an internship or employment at NAU Facility Services in the future? (Please just enter “Yes” or “No”). If “Yes”, please list a field or position of interest.

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| Have you received Nancy Neubeck Memorial Scholarship in the past? |  |

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| If so in which school year? |  |

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| SECTION 3: PERSONAL ESSAY (can be submitted as a separate page-return with application) |

In no more than 500 words (1 typed page), explain what a college education means to you and what your goals are after graduation. You may include your personal, educational and professional goals.

Submit on a separate sheet of paper with an up to 500 word limit.

Please proofread your essay for proper grammar and look for errors before submission.

Do not forget to include it with your completed application

SECTION 4: SIGNATURE (return with application)

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| I affirm by my signature that I have furnished all information requested in this application and that I meet the above Student Criteria. I understand that submitting any false information including but not limited to, false transcripts, test scores or any information contained on this form or withholding information about my previous academic history will make my scholarship application for the Nancy Neubeck Memorial Scholarship Program as well as any future scholarship applications, subject to denial.  Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**THE FOLLOWING DOCUMENTS MUST BE INCLUDED FOR A COMPLETE APPLICATION:**

* Completed cover sheet – sections 1, 2, and 3 with applicant signature above
* Documentation of connection to Facility Services
* Documentation of some self-support via on or off campus employment
* Personal essay
* Letter of recommendation
* Documentation of cumulative GPA
* Documentation of completed FASFA
* Documentation of enrollment verification
  + Incoming freshman or Transferring students should submit:
    - Letter of acceptance from college or university
  + Current or Continuing college students should submit:
    - Enrollment verification for Fall 2016

\*Please review your application and make sure Sections 1, 2 and 4 are filled out completely.