

Application for school attendance
beginning

Lackland
Spouses' Club
Scholarship
Program

Fall
2019

Lackland Spouses' Club
P.O. Box 27491
San Antonio, TX 78227-0491
www.lacklandsc.org

If you have any questions or need additional
information, please send an email to
lacklandscscholarships@gmail.com
Good luck!

***Lackland SC is a private
organization. It is not part of
the Department of Defense or
any of its components and it
has no governmental status.***

Lackland Spouses' Club Scholarship Program Award Plan

I. ELIGIBILITY FOR AWARD

- A. All seniors graduating from a San Antonio area high school (or homeschooled equivalent) are eligible if they are the **dependents of Armed Forces personnel** who are **permanently assigned to a Joint Base San Antonio - Lackland (JBASA-Lackland)** (or have PCS'd from Lackland within six months prior to graduation date), retired, on remote assignment, or deceased.
- i. Armed Forces personnel are defined as members currently serving in any branch of the United States Military, including members of the National Guard or Reserves.
 - ii. Candidates who have previously received an LSC Scholarship Award are not eligible.
 - iii. Military dependents who are geographically separated from their military sponsor currently stationed at JBASA-Lackland are eligible for the scholarship if they are not otherwise eligible for a military "Spouses Club" scholarship at their location.
- B. The **civilian spouses of Armed Forces personnel** are eligible if they are the spouse or widow/widower of **Armed Forces personnel** who are permanently assigned at **JBASA-Lackland**, retired, on remote assignment, or deceased. The applicant spouse shall be pursuing a technical, associate, undergraduate or graduate degree.
- i. Armed Forces personnel are defined as members currently serving in any branch of the United States Military, including members of the National Guard or Reserves.
 - ii. Candidates who have previously received a Spouses' Club Scholarship Award from JBASA-Lackland or any other military installation are not eligible.
 - iii. Civilian spouses who are geographically separated from their military spouse currently stationed at JBASA-Lackland are eligible for the scholarship if they are not otherwise eligible for a military "Spouses Club" scholarship at their location.
- C. Military dependents of Armed Forces personnel assigned to JBASA-Lackland and currently enrolled in a San Antonio-area community college, while living in the home of their military sponsor, are eligible for the scholarship.

II. TYPES OF SCHOLARSHIPS

- A. LSC will award general scholarships for a combination of excellence in scholastic achievement, extracurricular activities, and community service base on the criteria outlined in Section III. The total number of scholarships to be awarded will be determined by the LSC Scholarship Committee.
- B. Included in the total number of LSC Scholarships awarded will be the following **special** categories; which 1 scholarship will be awarded for each:
- i. **Technical/Trade/Vocational Scholarship:** One scholarship will be specifically awarded to a graduating high school senior or a military spouse planning to attend (or already attending) a vocational or trade school for job-specific training and education.
 - ii. **Arts Scholarship:** One scholarship will be specifically awarded to a graduating high school senior or a military spouse planning to attend (or already attending) an academic institution specializing in music, theater, dance, other performing arts and/or graphic and fine arts; or majoring in those areas.
 - iii. **Permanent Change of Station (PCS) Hardship Scholarship:** One scholarship will be specifically awarded to a graduating high school senior who has either gone through 2 PCSs while in high school; or had PCS'd during the summer preceding their senior year or during their senior year. Further, the eligible applicant will have a GPA no higher than 3.5 in order to take into account that the student's GPA was likely a lower representation of the student's actual capabilities and was affected by disruptive moves during their high school career.

III. CRITERIA FOR SELECTION

- A. Selection for the LSC Scholarship Award shall be based upon the following criteria in the order in which they are listed.
- i. Scholastic Achievement – Applicants must have a **cumulative** grade point average of 3.0 or better (GPA based on a 4.0 scale). Scores of college entrance exams (SAT and/or ACT) will be considered as well.
 - ii. Extracurricular Activities (including but not limited to campus involvement, work experience, and community contribution)
 - iii. Essay
 - iv. Letters of Recommendation

IV. RESPONSIBILITIES OF THE APPLICANT

- A. The applicant shall contact his/her high school and request that the school provide the following information to the applicant. The applicant is responsible for including these items with their package. These items should be placed into a sealed envelope by the school.
1. Official Transcripts of high school grades (must have an embossed seal)
 2. College Entrance Exam Scores (SAT and/or ACT)
 - a. Please note that not all official transcripts include college entrance exam test scores; consider providing a copy of scores separate from transcripts
 - b. Printouts from the CollegeBoard website or any other online repository are acceptable as long as the student's name is visible
 3. **Exception:** A spouse applicant with post high school academic work must submit official transcripts to be used in lieu of high school transcripts and college entrance exam scores.
- B. The applicant will be personally responsible for submitting the following items to the Scholarship Chairperson.
- i. A completed LSC Scholarship Application Form and signed Agreement
 - ii. A resume including a list of schools (with dates of attendance), activities, honors, and work experience
 - iii. A one-page essay (typed 250 to 300 words & double spaced, Times New Roman 12pt) answering the following questions: "***What will you be doing in 4 years, and how has your experience as a military dependent helped you get there?***"
 - iv. Two letters of recommendation that meet the following criteria
 1. At least one letter must be from a member of the applicant's school faculty or administration, employer, church leader or youth director, Scout Leader or other community service director.
 2. All letters must be from non-family members.
- C. Only **complete applications** will be considered. (See Section III)

V. APPLICATION SUBMISSION

- A. Applications must be postmarked no later than **March 1, 2019**. Send complete application packet (and official academic records) to:

**Lackland Spouses' Club
Attention: Scholarship Chair
PO Box 27491
San Antonio TX 78227-0491**

VI. **AWARD AVAILABILITY AND VALUE**

- A. The LSC Scholarship Committee will determine the number and value of scholarship awards to be awarded for the year.

VII. **SELECTION COMMITTEE**

A. Composition

- i. The selection committee shall be comprised of a panel of community educators and professionals selected by the JBSA-Lackland Base Education Office.

B. Duties

- i. Selection of the winner(s) in numerical order upon the basis of the criteria listed in Section III, Criteria for Selection
1. The Scholarship Committee will ensure that all application packages delivered to the selection committee are redacted for names, contact information, gender, ethnicity, race, and sponsor information.
- ii. Selection of alternates in numerical order, in the event that winners cannot accept the award for whatever reason
- iii. Decisions of the selection committee are final.

VIII. **RECIPIENT'S USE OF AWARD**

- A. The student must use the scholarship at an **accredited two- or four-year college, university, or vocational school** during the 2019-2020 academic year.

- B. LSC Scholarship recipients are restricted from being awarded the LSC Scholarship if they accept:

- i. a **full, 4-year scholarship** to an accredited college, university, or vocational school (defined as payment of tuition, room, board, books, etc. valued at \$18,000 a year or more);
- ii. an appointment to a U.S. Service Academy or Preparatory School;
- iii. a 4-year ROTC Scholarship;
- iv. or uses the Post-9/11 GI Bill (includes Hazelwood Act) in excess of \$18,000 a year at any institution.

- C. The funds must be used for the payment of tuition, charged by the Finance Office or Business Office of the institution.

- D. Funds may **not** be used for personal expenses or fines of any sort that are billed to a student account (including, but not limited to, travel or parking).

- E. Recipients must submit **verification of enrollment** from the educational institution to the Scholarship Chairperson no later than **June 15, 2019**.

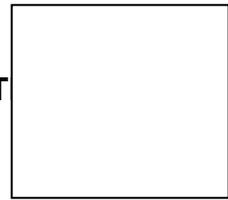
- i. Should a recipient be unable to provide verification from an **accredited two- or four-year college, university, or vocational school** by the deadline, he/she **must** contact the LSC Scholarship Chairperson **before** the deadline expires to make appropriate arrangements.
- ii. Any recipient who fails to comply will no longer be eligible for award money.

- F. The LSC shall issue a check in the full amount of the scholarship payable to the educational institution for use by the recipient by **July 15, 2019**, contingent upon receipt of all necessary information from the recipient.
- i. This check shall be forwarded to the educational institution by the Scholarship Chairperson with a letter of instruction indicating that any amount of this scholarship not used for the designated purposes shall be returned to LSC.
 - ii. Additionally, the school shall be notified that, should the total amount of scholarships awarded to the recipient exceed the total cost of tuition as described in Section VIII(C), the LOSC Scholarship Award shall be returned so that the award might be reissued to an alternate winner's educational institution.
- G. The LOSC will host a reception honoring scholarship winner in May 2019. Specific time/date will be determined later. Attendance is highly encouraged; friends and family members are welcome.

Scholarship Application Checklist of Items to be Submitted
(Per Section III)

- ___ High school or college transcripts
- ___ College Entrance Exam Scores
- ___ Completed LSC Scholarship Application Form
- ___ Resume
- ___ Essay
- ___ Two letters of recommendation
- ___ Privacy Statement

**LACKLAND SPOUSES' CLUB SCHOLARSHIP APPLICATION
(FOR 2019-2020 ACADEMIC YEAR)**



1. APPLICANT INFORMATION

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
HOME PHONE: _____ SOCIAL SECURITY NUMBER: _____
E-MAIL ADDRESS: _____
PARENT'S/GUARDIAN'S NAME: _____

2. SPONSOR INFORMATION

SPONSOR'S NAME & RANK: _____
UNIT: _____ WORK PHONE: _____
SOCIAL SECURITY NUMBER: _____ BRANCH OF SERVICE: _____

3. CATEGORY OF ELIGIBILITY

ACTIVE DUTY ASSIGNED TO JBSA-LACKLAND RESERVES RETIRED DECEASED REMOTE TO _____

4. STATUS:

HIGH SCHOOL SENIOR SPOUSE GEOGRAPHICALLY SEPARATED

5. EDUCATION INFORMATION (High school students complete part A & B; Spouses complete parts B & C)

A. HIGH SCHOOL/COMMUNITY COLLEGE CURRENTLY ATTENDING: _____
DATE OF GRADUATION: _____ GPA _____ # of PCS IN HIGH SCHOOL _____

B. COLLEGE, UNIVERSITY, OR VOCATIONAL SCHOOL YOU PLAN TO ATTEND OR ARE ATTENDING
(if undecided, list potential choices):

C: STATUS: FRESH _____ SOPH _____ JR _____ SR _____ MASTERS _____ PhD _____ OTHER _____

All applicants must **read the entire LSC Scholarship Award Plan** and **complete all requirements**
(refer to Section III) **before** submission of application packet.

**LACKLAND SPOUSES' CLUB SCHOLARSHIP APPLICATION AGREEMENT
(FOR 2019-2020 ACADEMIC YEAR)**

CERTIFICATION:

I _____ (applicant's printed name) certify that I meet all of the following conditions of eligibility for the Lackland Spouses' Club Scholarship according to the award plan.

1. The information contained in this application is accurate and complete to the best of my knowledge.
2. The attached Essay is solely my own work.
3. I am not an active duty member of the Armed Forces of the United States.
4. I have not accepted an appointment to a service academy, academy prep school, or 4-year ROTC scholarship
5. I have not received grants, scholarships, or any other awards covering the full cost of tuition and books for the academic year 2019-2020 (this includes the Post-9/11 GI Bill and Hazelwood Act).
6. If selected, I will make every effort to attend the award ceremony scheduled for May 2019, and agree to be photographed for publicity purposes.

Furthermore, I fully understand that all moneys awarded to me by the Lackland Spouses Club Scholarship Program will be transferred to the next designated alternate in the event that I:

1. Become an active duty member of the Armed Forces of the United States during the 2019-2020 academic year;
2. Accept an appointment to a service academy for the 2019-2020 academic year;
3. Accept a 4-year ROTC scholarship; or
4. Receive any other grants, scholarships, or awards covering the full cost of tuition and books for the 2019-2020 academic year at the institution I attend (this includes the Post-9/11 GI Bill and Hazelwood Act).

Applicant's Signature

Date

Sponsor's Signature

Date

All applicants must **read the entire LSC Scholarship Award Plan** and **complete all requirements** (refer to Section III) **before** submission of application packet.

Application packets must be postmarked no later than **March 1, 2019**. Mail packets to:

**Lackland Spouses' Club
Attention: Scholarship Chair
PO Box 27491
San Antonio TX 78227-0491**

PRIVACY NOTICE: All application materials are used **ONLY** for the purpose of eligibility and recipient selection. **ALL** submitted material will be shredded.

Lackland Spouses' Club is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.

Lackland Spouses' Club Privacy Act Statement

PRIVACY STATEMENT; Since the Lackland Spouses' Club (LSC) is a private, non-profit corporation, the Privacy Act of 1974, 5 USC 552a, is not applicable. However, the LSC regards the lawful and correct treatment of personal information as important to our successful operations and to the maintenance of confidence of those with whom we deal. We will ensure that our staff and those acting on our behalf obtain, use, and disclose personal information lawfully and correctly. We will only collect and process personal information to the extent that it is needed to fulfill our operational needs, and we will take appropriate security measures to safeguard your personal information.

The LSC wants participants to be fully aware of the need for and the intended uses of the information provided. To that end, please read and acknowledge the following privacy statement by signing below.

"We, the applicant and parent/sponsor, are voluntarily providing personal information with this application based on the recognized necessity of the data to allow for the proper evaluation of the applicant's eligibility for an LSC scholarship. We understand that failure to provide all requested information may impact the selection process. Furthermore, we fully understand that:

- Participation in the LSC Scholarship Program is voluntary
- The requested information is needed for that participation
- The principle purpose of the requested information is to:
 1. Verify the identity of the applicant.
 2. Determine the applicant's eligibility for the program.
 3. Permit administrative processing and evaluation for scholarships.
 4. Allow required servicing and administrative management of approved scholarships.
 5. Publicize scholarship recipients in various publications.

We acknowledge the foregoing privacy policy and hereby authorize the LSC Scholarship Committee to disclose information relating to this application for scholarship whenever the disclosure is necessary for the processing, servicing, granting or publicizing of said scholarship. We further understand that, as a result of this consent, the LSC Scholarship Committee will not keep an accounting of disclosures of information regarding this application for scholarship since this notice informs us of the uses which may be made of the information. We authorize the LSC Scholarship Committee or its representative, as required, to verify any information herein by contacting an appropriate office or official."

Applicant's Signature

Date

Sponsor's Signature

Date

Frequently Asked Questions (FAQs)

1. **I forgot to include one or more items with my package; will I be able to send them later?**

It is very important that you use the provided checklist before mailing your package to ensure that all forms are included. In the event you forgot to include something in the package, you may submit the missing item if the postmark date has not passed (**March 1, 2019**). Incomplete packages will not be considered for a scholarship award.

2. **I wasn't able to mail my package by the postmark deadline date. Will it be accepted if I mail it within a day or two?**

All packages not postmarked by **March 1, 2019** will not be accepted for consideration of a scholarship award. Allow enough time to submit the package prior to the deadline.

3. **My sponsor is assigned to the 59th MDW but works at Ft. Sam. Am I eligible to submit an application?**

Yes, you are welcome to submit an application if the sponsor is assigned to the 59thMDW, AFMOA, 24AF, 25AF, etc. If your sponsor is not assigned to Lackland AFB, you must submit an application through the scholarship program at that installation. If you are unsure whether you are eligible to submit an application, contact the Scholarship Chair for clarification.

4. **Should I submit a photocopy of my or my sponsor's ID cards?**

No, **Do Not** submit a photocopy of any ID cards! Should you be selected to receive a scholarship, you will need to show your ID to the Scholarship Chair on the night of the Scholarship Reception.

5. **Can I defer my scholarship award for another academic year?**

No, the LSC Scholarship Award must be used during the 2019-2020 academic year (either fall or spring semester, or both); but can be used towards 2019 summer session classes.

Can I still use my scholarship award if I transfer schools?

Yes. If you decide to switch academic institutions after your scholarship award and wish to transfer schools before either the Fall 2019 or Spring 2020 semesters, get in contact with the LSC Scholarship Chair immediately. What is left of your LSC Scholarship fund can be applied to your next school, given that you will be enrolled for the 2019-2020 academic year. LSC will work with you and the Financial Aid offices of both schools to ensure that funds are refunded and reallocated as necessary.