



**NOVA Chapter**

**Business and Professional Women/USA**

**2009/2010 Scholarship Application Instructions**

**OSFA**  
**AUG 12 2009**

### **Business and Professional Women/USA**

Business and Professional Women/USA advances the careers of working women. Members benefit from networking opportunities, resources, career positioning and visibility. For more than 80 years, BPW has worked on behalf of women and economic equity in the workplace. With a powerful network of members and more than 2,000 local organizations nationwide, Business and Professional Women/USA means business for you. NOVA is a local chapter of Business and Professional Women/USA.

### **Scholarship Eligibility Requirements**

Female

25 years of age or older

Non-traditional student

Living in Lincoln or Lancaster County area

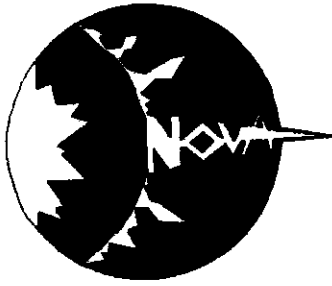
### **Deadline for Scholarship Applications**

Scholarships must be postmarked on or before November 2, 2009, to be considered eligible. Applications postmarked after the November 2nd deadline will not be reviewed.

### **Scholarship Applications Instructions**

1. Begin compiling your application materials early. All required application materials must be submitted in **one** envelope.
2. Type or print clearly in black or blue ink only. Read and answer all questions completely.

3. Q12a&b. Scholarships will only be awarded to students who are currently enrolled or accepted into a program of study by the November 2nd deadline. If you check “yes” enclose your acceptance letter. If you check “no” for this question you are not eligible for the scholarship program. If you check “pending,” you must forward documentation of your acceptance once you receive it.
4. Q17. This is the degree you will receive when you complete the program of study you are pursuing. For example “AA” for Associate of Arts, “BS” for Bachelor of Science, “MA” for Master of Arts, “MPH” for Master of Public Health, etc., or “teacher certification” if you are in a program leading to teacher licensure.
5. Q19. Fill in the date you expect to receive your degree/graduate.
6. Q20. Check “career advancement” if you are looking for progression within the same field of work you are in now. Check “enter/re-enter job market” if you have been absent from the job market or have never been in the job market. Check “new career field” if you are returning to school specifically to start a different career than you previously had.
7. Q21. Check all levels of education/degrees that you have completed by the date of application and indicate the year you completed the degree. Do not include the degree you are currently pursuing.
8. Section V. This essay should be written on a separate sheet of paper, with your name and address as a header and must be enclosed with the application packet. Although answering all the questions on the application is important, your response to this section is considered very carefully when your application is evaluated. **Be sure to fully describe your financial need in this section.**
9. Section VI. Letters of Recommendations will not be accepted if they are not included in your application packet. ***There are no exceptions.*** The recommendations should be written on letterhead, sealed in an envelope, signed across the flap of the envelope (by the individual providing the recommendation) for confidentiality and **returned to you.**
10. Be sure that **all documents** are included in your complete application packet. Documents received separately, with the exception of an acceptance letter, will not be reviewed and will make your application ineligible.
11. Faxed application packets are not accepted.
12. The application packet must be postmarked on or before November 2, 2009.



**NOVA Chapter  
Business and Professional Women/USA  
Career Advancement Scholarship  
2009/2010 Application Form**

**I. PERSONAL DATA**

1. Name:

\_\_\_\_\_

(Last)

(First)

(Middle Initial)

2. Permanent Address: \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City)

(State)

(Zip Code)

3. Business Phone: (\_\_\_\_) \_\_\_\_\_ 4. Home Phone: (\_\_\_\_) \_\_\_\_\_

5. E-mail Address: \_\_\_\_\_ 6. Fax Numbers: (\_\_\_\_) \_\_\_\_\_

7. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ 8. Are you a U.S. Citizen  Yes  No

9. Marital Status:  Married  Single  Divorced  Separated  Widowed

10. Are you a single parent:  Yes  No

11.a. How many dependents are living in your household? \_\_\_\_\_

b. What are the ages of your dependents? \_\_\_\_\_

**II. EDUCATIONAL PROGRAM FOR WHICH SCHOLARSHIP IS REQUESTED**

12.a. Are you currently enrolled in school?  Yes  No

b. If not enrolled, are you currently accepted into school for the Spring 2010 semester?

Yes (Please enclose acceptance letter)

No

Pending

13. Type of Institution:  Vocational/ Technical  Community College

4-year public College/ University

4-year private College/ University

14.a. Name of School: \_\_\_\_\_

b. School Address: \_\_\_\_\_

15.a. Will your academic schedule be full-time or part-time?  Full-time  Part-time

b. If part-time, how many credit hours will you take during the academic year covered by the scholarship? \_\_\_\_\_

16. Field of study/major: \_\_\_\_\_

17. Type of degree (AA, BA, MA etc.): \_\_\_\_\_

18. Starting date of classes: \_\_\_\_/\_\_\_\_/\_\_\_\_ 19. Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

20. What is the purpose of this education? (Check only ONE)

Career Advancement  Enter/ Re-enter Job Market  New Career Field

**III. EDUCATIONAL RECORD**

21. Check all levels of education completed to date:

High School Diploma/ G.E.D  Technical/ Vocational Certificate  Associate's Degree  
 Bachelor's Degree  Master's Degree  Doctorate

**IV. PAID EMPLOYMENT, HOMEMAKING, VOLUNTEER/COMMUNITY EXPERIENCE**

22. List your work experience in chronological order, starting with the most recent. **DO NOT SUBSTITUTE A RESUME.** You may add on pages in same format as chart.

Dates (From-To)	Job Title	Place of Employment	Job Responsibilities	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time

23. Will you work during this school year?  Yes, Full-Time  Yes, Part-Time  No

**V. CAREER OBJECTIVE (Essay Section)**

Enclose on a separate sheet. Discuss in 500 words or less your specific short-term goals and how this proposed training will help you to accomplish these goals and make a difference in your professional career. Although answering all the questions on the application is important, your response to this section is considered very carefully when your application is evaluated by the Scholarship Committee. **If you neglect to include the essay, your application will not be reviewed.**

**VI. LETTERS OF RECOMMENDATION**

Enclose two (2) letters of recommendation from former teachers, school officials, social workers or other persons not related to you. Letters of recommendation must be signed, dated, sealed by recommender and should include address and phone number of recommender (letterhead).

**VII. CONDITIONS AND TERMS OF AGREEMENT**

Scholarship funds cannot be used for expenses incurred before the period covered by the scholarship grant. Should I be selected as a NOVA Scholarship Recipient, I agree to have my name and photograph used in publicity for the program and will be available to speak at NOVA functions, if necessary. I hereby acknowledge that all of the information included in this application packet is true and complete to the best of my knowledge. I understand that this application will not be considered for review unless all requested materials are enclosed and the application is signed, dated and postmarked by November 2, 2009. I understand that, due to funding limitations, not every eligible applicant will receive an award. I also understand that all applications will be held confidential, but no application material will be returned.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Mail complete application packet to:

**NOVA Scholarships  
Dawn Hjorth  
Deloitte Tax LLP  
1248 'O' Street, Suite 716  
Lincoln, NE 68508-1424**

***INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.***