



BHC Founders' Scholarship Application Guide: Residents

BHC Founders' Scholarships, established in honor of the Better Housing Coalition's (BHC) co-founders Mary Tyler McClenahan and Carter McDowell are available to adult residents (17+) of BHC's Lincoln Mews, North Oak Market Square, Beckstoffer's Mill Lofts, Somanath Senior Apartments, Jefferson Mews, Cary 2000, Randolph Place and Winchester Greens rental communities seeking higher education (see general guidelines for eligibility). Applications are available at property leasing offices.

Completed applications and supporting documentation will be returned to the leasing office for verification and submission.

The deadline for submission of completed applications is 5:00pm on June 1, 2018.

Please fill out the application and provide all supporting documentation as required. Incomplete applications or missing documentation may result in the application being denied.

1. Complete the **Personal Information**.
2. Complete the **Enrollment Information**:
 - a. Major (ex. Psychology)
 - b. Desired degree/certificate/continuing education (ex: Bachelor's Degree)
 - c. Expected graduation date
 - d. Semester and year for which you are requesting funds (ex. Fall, 2016)
3. Complete the **School Information**.
 - a. Name of Educational Institution (ex: Virginia Commonwealth University)
 - b. Student ID # (if applicable)
 - c. First Day of Class
 - d. Financial Aid/Business office Contact information
4. Complete **Essay Questions** (see page 3). Attach additional sheet(s) if needed.
5. Have two references complete reference forms and return them to you (see page 5). References are those who can speak to your commitment to self-advancement. References must be either an employer (past or present) or professional associate: co-worker, supervisor, instructor, or community leader. References must be willing to be contacted for verification and phone numbers must be provided.
6. Assemble all required supporting documentation, and complete document checklist (see page 2).
7. Review, sign and date the Statement of Educational Commitment.
8. Review, sign and date the Statement of Accuracy, Authorization for Release of Information and Disclosure.
9. Keep a copy of the signed application and supporting documents for yourself.
10. Return the original completed application and supporting documents to the Property Manager.

What Happens Next?

- The property manager is required to review, verify and submit an applicant's final application to the Better Housing Coalition (BHC). The applicant is encouraged to communicate with his/her property manager throughout the application process.
- A notification email will be sent to the applicant when his/her property manager submits the final application to BHC.

Next Steps (continued)

- If an application is denied, an email will be sent to the applicant and his/her property manager detailing the reason(s) for denial.
- Applications may be resubmitted with corrections as long as the eligibility period has not expired and the grant criteria is still met. Once an application is resubmitted, the application process and notification emails will occur as indicated above.
- BHC's Scholarships committee will meet to review eligible applications. Awards will be announced the first week of July.

If an application is approved:

- a. The property manager will receive an email copy of the applicant's award letter detailing the grant amount and date of expiration.
- b. The applicant's educational institution will receive a *Payment Authorization* letter in the mail requesting an itemized invoice on the applicant's behalf.
- c. Upon payment to the educational institution, BHC will send the in an email also containing the payment amount, remaining grant funds, and awardee a copy of the *Awardee Reporting and/or Renewal Form(s)*.

For questions, please contact the property manager.



**Founders' Scholarship Fund
Application**

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APPLICATION

PERSONAL INFORMATION

Name of Applicant: _____

Name of Apartment Community: _____

Street Address: _____

City, State, Zip: _____

Home Number: _____ Mobile Number: _____

Email: _____

Are you a first-time applicant to BHC's Scholarship Program? Yes No

ENROLLMENT INFORMATION

Major: _____ Expected Graduation Date: _____

Enrollment status (i.e. P/T, F/T): _____ Semester for which you are requesting funding: _____

of credit hours towards degree completed: _____ # of credit hours towards degree remaining: _____

SCHOOL INFORMATION

School/University Name: _____

Student ID #: _____ First Day of Classes: _____

School Billing Office:

Name of Contact Person: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____ Fax Number: _____

Email: _____

In order to measure the success of our program, it is necessary to track your progress during and after your participation in BHC's Scholarship Program. Do you agree to provide occasional program feedback and complete a post-education survey? Yes No



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APPLICATION - *Continued*

DOCUMENT CHECKLIST

Please attach the following items to your Scholarship application:

- Essay Questions (6) (*First-time applicants and annual renewals*)
- Reference Forms (2) (*First-time applicants only*)
- Class Schedule or other proof of enrollment
- Syllabi
- Tenant Income Certification (*Only if full-time student*)
- Student Status Affidavit & backup documentation (*Only if full-time student*)
- Copy of State ID (*First-time applicants only*)
- Previous Semester Grades (*Renewal applicants only*)

STATEMENT OF EDUCATIONAL COMMITMENT

By signing below, I acknowledge that I am committed to furthering my education. I will strive to maintain satisfactory academic progress in each course. I understand that satisfactory academic progress is defined as maintaining a 2.75 GPA or better each semester. I understand that my academic progress will be reviewed in order to be considered for future scholarship disbursements. I also understand that I must notify the Better Housing Coalition (BHC) if I withdraw from a course and will have the cost of these classes deducted from any future awards I might receive from BHC through the Scholarship Program.

Signature of Applicant

Date

STATEMENT OF ACCURACY, AUTHORIZATION FOR RELEASE OF INFORMATION & DISCLOSURE

By signing below, I attest that all information provided on this application is accurate to the best of my knowledge. My signature also authorizes the educational institution and other third parties, as identified in this application, the ability to disclose all pertinent student information to BHC (i.e., admission, enrollment, billing, and academic performance). I hereby give BHC permission to potentially disclose the included information for non-commercial purposes. I understand that this information will not be used for exploitative means, but rather, to share portions of my testimony in order to encourage future participation and help secure the continued success of BHC's Community Programs.

Signature of Applicant

Date

RESIDENCY VERIFICATION & RECOMMENDATION – for property/site manager

By signing below, I certify that the applicant is in good standing and I support his/her participation in the Adult Scholarship Program.

Signature of Property Manager

Date

Attention Property/Site Manager: Please attach or include any additional information that would support your recommendation of the above-named applicant.



Better Housing
COALITION

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4. Please explain how your desired degree will help you achieve your employment goals.

5. What is your timeline for completing your desired degree?

6. Do you foresee any obstacles that may prevent you from completing your desired degree? If yes, please describe.



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APPLICATION - *Continued*

REFERENCE FORM #1 - *to be completed for first-time applicants only.* Reference must be employer (past or present) or professional associate: co-worker, supervisor, instructor, community leader.

Name of Applicant: _____

Name of Reference: _____

Relationship to Applicant: _____

Phone Number: _____ Email: _____

1. In what capacity and for how long have you known the applicant?

2. What barriers/challenges has the applicant overcome to get to the point where he/she can pursue a higher education?

3. Please give an example that would illustrate the applicant's commitment to self-advancement and or reaching his/her goals.

4. Please list anything else we should consider in our decision.

Signature of Reference

Date



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APPLICATION - *Continued*

REFERENCE FORM #2 - *to be completed for first-time applicants only.* Reference must be employer (past or present) or professional associate: co-worker, supervisor, instructor, community leader.

Name of Applicant: _____

Name of Reference: _____

Relationship to Applicant: _____

Phone Number: _____ Email: _____

1. In what capacity and for how long have you known the applicant?

2. What barriers/challenges has the applicant overcome to get to the point where he/she can pursue a higher education?

3. Please give an example that would illustrate the applicant's commitment to self-advancement and or reaching his/her goals.

4. Please list anything else we should consider in our decision.

Signature of Reference

Date