

# Scholarship Application

## AHMA East Texas Education Scholarship

### Fact Sheet

#### AHMA East Texas

The Affordable Housing Management Association of East Texas is a non-profit educational organization representing owners and managers of affordable housing and federally-assisted, multi-unit housing communities in the East Texas area. AHMA provides training programs for management staff and works with governmental agencies to assist in compliance with housing regulations.

#### The Scholarships

AHMA East Texas will award educational scholarships to qualified applicants as determined by the Scholarship Eligibility requirements listed below. These scholarships are to be used for post-secondary education at accredited colleges, universities or vocational schools.

#### Scholarship Goals

These scholarships are intended to provide educational and career opportunities to deserving individuals living in affordable housing units or to those working in the affordable housing industry and their family members. Considering the many challenges facing potential scholarship applicants, **it is the goal of AHMA East Texas to award scholarships based on the applicants' demonstrated qualities of scholarship, motivation, character, and leadership.**

#### Scholarship Funding and Use

Scholarships to academic colleges or universities will be funded and must be used in the upcoming academic year Fall, 2018 through Spring, 2019. Scholarships to technical or vocational institutions will be funded for the next class session following the award date. Scholarships may be used for tuition, fees, and books. Funds will be disbursed to the educational institution to be applied to an approved educational expense. **Funds will not be disbursed directly to scholarship recipients AND MUST BE USED WITHIN the following 24 month period.**

#### Scholarship Eligibility

Each scholarship applicant must qualify in **one** of the following categories:

1. **A qualified resident of an AHMA East Texas member community**
2. **An employee (or immediate family member) of an AHMA East Texas member community.** Membership must be in good standing as of the date of the scholarship application. Immediate family is defined as the spouse, dependent child, or legal ward of the AHMA Member Employee.

Each applicant must submit a **complete** AHMA East Texas 2018. Scholarship Application Form along with the required letters of recommendation. Additionally you must obtain the member Community or member Management Agent certification of your eligibility.

**It is very important that applicants follow all instructions contained in the application form.**

#### Important Dates

**May 11, 2018** Completed application materials due in the AHMA East Texas office.

**June 21, 2018** **Scholarship awards announced.** Funding dates will be specified in each individual award. Final scholarship awards are contingent upon the recipient's acceptance at an accredited educational institution prior to the actual funding date. If a recipient has not been accepted by that date, the scholarship will be revoked. Awards will be presented at a luncheon on July 19, 2018.

**For more information, contact:**

**AHMA East Texas | P.O. Box 631206 | Houston, Texas 77263-1206**

# AHMA East Texas Scholarship Evaluation Criteria

**Please Read Carefully**

## Scholarship Application Evaluation

All applications are screened administratively for eligibility and completeness. **Incomplete or ineligible applications will not be processed.** Screened applications are then forwarded to the AHMA East Texas Scholarship Committee.

**Scholarship Eligibility:** Each scholarship applicant must qualify in one of the following categories:

1. **A qualified resident of an AHMA East Texas member community.**
2. **An employee (or immediate family member) of an AHMA East Texas member community.**  
*Membership must be in good standing as of the date of the scholarship application. Immediate family is defined as the spouse, dependent child, or legal ward of the AHMA Member Employee.*

Each applicant must submit a complete AHMA East Texas **2018** Scholarship Application Form along with the required letters of recommendation. Additionally you must obtain the member Community or member Management Agent certification of your eligibility. **It is very important that applicants follow all instructions contained in the application form.**

All members of the AHMA East Texas Scholarship Committee individually review and score all applications based on the criteria discussed below. Points are assigned for each area and totaled for each applicant. Applicants are then preliminarily ranked by numerical score.

The Scholarship Committee, as a group, makes the final selections based on discussion and re-scoring of the top applications to insure consistency of evaluation and eliminate ties. With respect to any criteria or requirements, all applicants are treated equally.

## Maximum total score is 100

1. **Likelihood of Acceptance at an Accredited Institution - Maximum 10 points.**  
Evaluation of the applicant's graduation records, GED certificate, transcripts, grade point average, work history related to the desired course or study or school, etc. – or evidence that the applicant has already been accepted at an accredited institution (in which case the maximum ten points will be awarded).
2. **Community Service/Volunteerism, Extracurricular, Employment - Maximum 30 points.**  
Quality of the applicant's overall activities in the above areas: These areas are not evaluated separately because individual circumstances may or may not have permitted activity in one or another. For instance, outstanding volunteer work may outweigh a lack of employment history – or vice versa.
3. **Essay – Maximum 30 points**  
Evaluation for clarity, and whether or not they adequately express the applicant's educational and career goals, reasons for wanting a scholarship, and any special circumstances. The essay should not exceed one page and should be legible and neat.
4. **Letters of Recommendation – 15 points maximum each (total 30 points)**  
Letters should discuss the applicant's demonstrated qualities of character, initiative, honesty, achievement, and leadership. Letters must be written by qualified adults such as teachers, employers, supervisors, religious leaders, or others who can legitimately attest to the above qualities. Letters must be typed or written legibly, must be dated within the last six months, must be signed and must contain the address and contact telephone number of the signer. If from an organization, it must be on their Letterhead. **Only two letters may be included in the application.**

**Scholarship Application**  
**AHMA East Texas Education Scholarship**

**Personal Data (please print clearly or type)**

Applicant Name: \_\_\_\_\_  
Last First Middle Social Security Number

Name of Housing Community: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Number / Street / Apt. No. City State Zip

Home Phone: (\_\_\_\_) - \_\_\_\_\_ Work Phone: (\_\_\_\_) - \_\_\_\_\_ Cell Phone: (\_\_\_\_) - \_\_\_\_\_

Email Address: \_\_\_\_\_ (very important)

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ U.S. Citizen: \_\_\_\_ Sex: \_\_\_\_ Marital Status: \_\_\_\_  
month day year Yes No Male Female Single Married

If applying as a property employee or family member - Employee Name \_\_\_\_\_  
(If different from applicant) Last First Middle

Employee of: \_\_\_\_\_ Position: \_\_\_\_\_  
Name of Housing Property

If a family member of a Member Employee, circle relationship: Spouse Dependent Child Legal Ward

**Check One of the Following to Determine Your Scholarship Eligibility:**

I am a qualified resident of a project-based section 8 housing unit located in the community described above.

I am a current, full-time employee of the AHMA East Texas member community described above (or the spouse, dependent child or legal ward of the employee listed above).

**Certification of Eligibility (Must be completed to qualify)**

➤ **To be completed by the applicant**

By my signature below, I certify that I am a current, eligible resident of a project-based, section 8 housing unit in the community below and I grant the property permission to release housing eligibility information to the Affordable Housing Management Association for the purpose of completing this scholarship application. I further release the community from any liability associated with the release of this information. **OR** I am an employee or spouse, independent child or legal ward of a member employee listed above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

➤ **To be completed by property manager or member agent company:**

By my signature, I certify that the scholarship applicant named above is an eligible resident, employee, or employee family member of the AHMA East Texas member community/company described below. Applications without proper certification will be disqualified

Community or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number/Street/Apt. No. City State Zip

Manager/Agent: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_ Email: \_\_\_\_\_

Manager/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Educational Background

**Unofficial high school or college transcript, or a copy of GED certificate MUST be attached.**

### High School / GED (check one):

Graduating Senior: \_\_\_\_\_ High School Graduate: \_\_\_\_\_ GED Recipient: \_\_\_\_\_ None of Proceeding: \_\_\_\_\_

Name of High School: \_\_\_\_\_

City/State/Country: \_\_\_\_\_

List any high school academic honor or achievements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### College Attendance (check one):

No Prior College: \_\_\_\_\_ Currently Attending College: \_\_\_\_\_ College Graduate: \_\_\_\_\_

Name of College: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

City/State/Country: \_\_\_\_\_

List any college academic honors or accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Vocational / Technical Schools: (List vocational or technical schools & attach copies of any certificates earned.)

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

Course of Study \_\_\_\_\_ Completed? \_\_\_\_\_  
Yes No

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Completed? \_\_\_\_\_  
Yes No

### What college, university, vocational or post-secondary school do you plan to attend next Fall?

Choice #1: \_\_\_\_\_ Location: \_\_\_\_\_

Choice #2: \_\_\_\_\_ Location: \_\_\_\_\_

Choice #3: \_\_\_\_\_ Location: \_\_\_\_\_

Major or Vocational Goal: \_\_\_\_\_ Length of Program: \_\_\_\_\_

**IMPORTANT: If you are selected, your scholarship is conditional upon your acceptance at an accredited college, university, vocational or post-secondary school. If you are not accepted by the funding date specified in your scholarship award, or if you do not begin classes, your scholarship will be revoked.**

## Employment History

List any full or part-time jobs held during the past five years, beginning with the most recent.

**Company:** \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Full Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Job Title: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Company:** \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Full Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Job Title: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Company:** \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Full Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Job Title: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Company:** \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Full Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Job Title: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Community Service / Volunteer Activity

List any community service or volunteer activities in which you have engaged during the past five years.

**Organization:** \_\_\_\_\_ Service From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

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**Organization:** \_\_\_\_\_ Service From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

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**Organization:** \_\_\_\_\_ Service From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

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**Organization:** \_\_\_\_\_ Service From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

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## Extra-Curricular Activities

List any extra-curricular activities in which you have engaged during the past five years. These might include, but are not limited to: sports, after-school clubs, scouting, church-related activities, etc.

**Organization/Activity:** \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Organization/Activity:** \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Organization/Activity:** \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Essay

Write or Type a brief essay, **not to exceed one page**, explaining your educational and career goals, your reasons for wanting a scholarship, and any special circumstances you would like the scholarship committee to consider. If handwritten, your essay should be legible and neat. Attach your essay to your application. **Please be advised that your essay is a critical part of the selection process, counting for 30 of the 100 possible points.**

## Letters of Recommendation

Attach two letters of recommendation. Letters should discuss the applicant's demonstrated qualities of character, initiative, honesty, achievement, and leadership. Letters must be written by qualified adults such as teachers, employers, supervisors, religious leaders, or others who can legitimately attest to the above qualities. Letters must be typed or written legibly, must be dated within the last six months, **must be signed** and must contain the address and contact telephone number of the signer. If from an organization, it must be on their Letterhead **Only two letters may be included in the application. No points will be awarded for missing letters. Please be advised that the recommendation letters are a critical part of the selection process.**

## Financial Aid Information

**Completion of this application does not constitute a guarantee of a scholarship.** Therefore, we strongly encourage you to apply for all financial aid opportunities available to you through other sources, including the financial aid office of the educational institution of your choice. Have you submitted the Free Application for Federal Student Aid (FAFSA)? Yes:\_\_\_\_\_ No:\_\_\_\_\_

Have you applied for other sources of financial aid such as grants, loans, and scholarships? If so, list the names or sources of financial aid and the amount of anticipated financial aid:

Source:\_\_\_\_\_ \$:\_\_\_\_\_

Source:\_\_\_\_\_ \$:\_\_\_\_\_

## Certification

**By my signature I agree to the following:** I understand that completion of this application does not constitute a guarantee of a scholarship and, if a scholarship is awarded, that it is contingent upon my acceptance at an accredited college, university, vocational, or post-secondary school. I understand that, should I not be accepted at an accredited school by the funding date specified in my scholarship award letter, or should I not begin classes on schedule, any scholarship awarded under this program may be revoked. I understand that scholarship funds will be disbursed directly to the accredited school of my choice and will be used to satisfy reasonable charges for tuition, fees, and books. I certify that all information contained in this application and any supporting materials is true and accurate.

Signature of Applicant:\_\_\_\_\_ Date:\_\_\_\_\_

**Application Checklist** (Check to be sure you have completed each section of the application and have all required documents. Please **DO NOT STAPLE** your application or any attachments. All documents must accompany your application.)

- Personal Data
- Certification of Housing Eligibility (signed & dated by applicant and property manager)
- Educational Background
- Transcripts (unofficial high school or college transcript, or GED Certificate)
- Employment History (include supervisor contact information)
- Community Service / Volunteer Activity
- Extra-Curricular Activities
- Essay
- Two Letters of Recommendation (review instructions carefully)
- Certification (signed and dated by applicant)

**Applications must be postmarked no later than April 30, 2018 and mailed to:**

2018 Scholarship, AHMA East Texas, P.O. Box 631206, Houston, TX 77263-1206

If you have questions or need assistance, contact your apartment manager or AHMA – 346-319-2907

Additional applications and related forms are available on the AHMA East Texas web site located at:

<http://www.ahmaet.org>