

# AHMA East Texas Scholarship Foundation 2023 Education Scholarship Application Information

## AHMA East Texas

Affordable Housing Management Association of East Texas (AHMA-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 East Texas provides training programs for management staff and works with governmental agencies to assist in compliance with housing regulations.

## The Scholarships

AHMA East Texas Scholarship Foundation will award educational scholarships to qualified applicants as determined by the Scholarship Eligibility requirements listed below. Scholarships are to be used for post-secondary education at accredited colleges, universities or post-high school 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 Scholarship Foundation to award scholarships based on an applicant's demonstrated qualities of scholarship, motivation, character, and leadership.**

## Scholarship Funding and Use

Scholarships to academic colleges or universities are funded and must be used during the upcoming academic year Fall, 2023 through Spring, 2023. Scholarships for 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 are disbursed to only ONE educational institution to be applied to an approved educational expense. **Funds are not disbursed directly to scholarship recipients AND UNUSED FUNDS 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.** Membership must be in good standing as of the date of the scholarship application. The immediate family is defined as the spouse, dependent child, or legal ward of the AHMA Member Employee.

Applicants must submit a **complete** AHMA East Texas 2023 Scholarship Application along with providing the required letters of recommendation and other documents as indicated in the application. **Additionally, you must obtain certification of your eligibility from your member Community or member Managing Agent. The Certification of Eligibility is part of the application and is located at the bottom of page 3 of this application packet.**

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

## Important Dates

- May 10, 2023** Completed application materials must be received by AHMA East Texas (either via email or physical copy). An email confirmation will be sent confirming receipt.
- June 15, 2023** 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 at an accredited educational institution, the scholarship will be revoked.

**For more information, contact:  
AHMA East Texas Scholarship Foundation  
P.O. Box 8424 | The Woodlands, Texas 77387-8424 | [info@ahmaet.org](mailto:info@ahmaet.org)**

**Attention AHMA East Texas Resident Scholarship Applicants:** Eligible AHMA East Texas Resident Scholarship applicants are also eligible to apply to the National Affordable Housing Management Association (NAHMA) Scholarship Program. These are two separate programs and while requirements are similar, you **MUST** file a separate application with each program to be considered. The NAHMA application is online only. Please see <https://nahma.communityforce.com> for more information

# AHMA East Texas Scholarship Foundation

## 2023 Scholarship Instructions & 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. *A critical part of the scholarship evaluation process is the applicant's ability to follow the application instructions and guidelines. Please double-check your application and be sure all necessary elements are completed and that all documentation is submitted in one package and that nothing is stapled. Include all application pages in the correct order.*

**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.**
3. **Membership must be in good standing as of the date of the scholarship application.**
4. **The 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 **2023** Scholarship Application Form with the required letters of recommendation attached. Additionally, you must obtain the member Community or member Management Agent certification of your eligibility. The Certification of Eligibility is part of the application and is located at the bottom of page of the application packet. **It is very important that applicants follow all instructions contained in the application packet (8 pages).**

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 ensure 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 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 must be attached to the application and 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 may not be from parties related to the applicant. 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.**



## 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 Certificate       No High School

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

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

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

\_\_\_\_\_

\_\_\_\_\_

### College Attendance (check one):

No Prior College       Currently Attending College       College Graduate

Name of College: \_\_\_\_\_ Student ID# \_\_\_\_\_ GPA: \_\_\_\_\_

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?

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

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

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

**Important: If selected, your scholarship is conditional upon your acceptance at an accredited college, university, vocational or post-secondary school. If not accepted by the funding date specified in your scholarship award letter, or if you do not begin classes, the 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 extracurricular 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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 current letters of recommendation (dated within 6 months of application date).** 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 may not be from parties related to the applicant. 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. **No points will be awarded if instructions are not followed including undated letters, unsigned letters, letters missing contact information, etc.** Please be advised the recommendation letters are a critical part of the selection process.

### Note:

**To prevent loss of important information or delay in processing, all additional documents (transcripts, certificates, essay, and letters of recommendation) MUST be enclosed with your application and submitted to AHMA East Texas in one package. Incomplete submissions will be disqualified. PLEASE DO NOT USE STAPLES IF MAILING.**

## 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 (must be signed and dated — (wet signature or certified digital signature only. Typed signatures are not acceptable)**

**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, post-secondary 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. I agree to immediately return any funds paid directly to me by my school to AHMA East Texas Scholarship Foundation.

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 received by the AHMA East Texas staff no later than May 10, 2023. They may be submitted via email to [info@ahmaet.org](mailto:info@ahmaet.org) or physically mailed to:**

**2023 Scholarship, AHMA East Texas, P.O. Box 8424, The Woodlands, TX 77387-8424**

If you have questions or need assistance, contact your apartment manager or email Janet Miller at [info@ahmaet.org](mailto:info@ahmaet.org). Additional applications and related forms are available on the AHMA East Texas web site located at: <https://www.ahmaet.org>

**A critical part of the scholarship evaluation process is the applicant's ability to follow the application instructions and guidelines. Please double-check your application and be sure all necessary elements are completed and that all documentation is submitted in one package and that nothing is stapled.**