

EXECUTIVE WOMEN INTERNATIONAL®

**Adult Students in Scholastic
Transition
(ASIST)**

Scholarship Program

**Reaching out to Communities
Through Education**

EXECUTIVEWOMEN.ORG

Please contact the EWI Corporate Office,
801.355.2800, for instructions on submitting application.

Revised August 2007

**EXECUTIVE WOMEN INTERNATIONAL
ADULT STUDENTS IN SCHOLASTIC TRANSITION
(ASIST)
SCHOLARSHIP PROGRAM**

PROGRAM DESCRIPTION

The Adult Students in Scholastic Transition (ASIST) Scholarship is a non-discriminatory, educational scholarship program for the benefit of non-traditional students. These include persons who are past high school age and who are entering a college, university, or trade schools and/or the workforce for the first time, non-traditional students already enrolled in a college/university or trade program, are re-training due to changes in the workplace, or who otherwise are not the traditional college or trade school student, recently finished with high school.

The ASIST Scholarship Program helps provide financial support to adult students in a variety of transitional situations. The goal of the ASIST Program is to enable recipients to improve their self-esteem and to have a positive impact on the recipient's personal life, employment, family, and community.

In addition to the Chapter ASIST awards, there are twelve Corporate awards of \$2,500 (payable in USD) given annually. Corporate candidates are selected from Chapter winners.

Awards are provided for the recipients' education and related expenses to aid them in obtaining the necessary educational skills to help achieve career goals and objectives. Related expenses include tuition, books and mandatory fees from schools (such as lab fees), and child care. Not included are such things as rent, utility payments, travel expense, or repayment of student loans. Checks for Chapter and Corporate scholarship awards are paid directly to the respective college or university. Scholarship awards are valid for two years from date granted. Unclaimed awards will be returned to the Chapter or Corporate B/C/DP accounts for redistribution.

Selection criteria includes, but is not limited to, the following:

- Financial need
- Socially, physically and economically challenged adults
- Responsible for small children

Applicants must meet the following eligibility requirements:

- Clearly define career goals and objectives
- Specify the educational requirements to attain the above goals and objectives
- Utilize re-entry programs available through colleges/universities, community agencies and service groups or career professionals
- 18 years of age or older
- Applicant must be residing in boundaries of the EWI Chapter to which application is submitted.

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EWI ASIST SCHOLARSHIP APPLICATION INSTRUCTIONS/CHECKLIST

It is very important that this packet of materials be completed as thoroughly and as quickly as possible in order to meet the deadlines established by the Chapter. Be concise, yet thorough, when answering all questions. Type your responses or print legibly in black ink. All financial information provided will remain confidential.

Submission Checklist:

- Complete all required sections entirely and accurately. Incomplete applications will not be considered.
- Be sure to sign the application where indicated.
- Include copy of most recent federal or state tax return and W-2 Form.
 - If applicable, include a copy of application for:
 - Student aid (federal financial aid form)
 - Other scholarships
 - Government grants
 - Government loans
 - Government aid (food stamps, rent/housing subsidy, etc.)
 - Unemployment benefits, or
 - Other financial assistance
- Use the enclosed Personal Recommendation Form (form may be copied) to obtain **two** letters of recommendation from individuals knowledgeable enough about you both academically and personally to provide insight into your personal characteristics, abilities, achievements, motivation and potential. **One** of the evaluations **must be from an employer, teacher, guidance counselor or other school official.** The second **must be from someone with whom you have worked on a community or volunteer service activity, through religious affiliation or personal acquaintance.** Before you decide on your evaluations, read the Personal Recommendation Sections carefully to help you understand the type of information required. When you make the request of your evaluators, be sure they feel comfortable about completing the form.
- Obtain an Official transcript of grades from educational provider or ACT scores.

COMPLETED APPLICATION SHOULD BE RETURNED TO:

Executive Women International

Chapter _____

Chapter ASIST Chair _____

Address _____

City, State, Zip _____

Phone or e-mail Address _____

DEADLINE DATE FOR SUBMISSION _____

**EXECUTIVE WOMEN INTERNATIONAL
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Application

Date: _____ Birth Date: _____
 Name: _____ Home Phone Number: _____
 Address: _____ Work/Cell Phone Number: _____
 _____ Marital Status: _____
 (Single / Divorced / Widowed / Married / Separated)
 City/State/Province/Zip _____

List Dependent(s) (If different from your tax return, please explain)

Name	Ages	Relationship to Applicant

WORK HISTORY

Employer	Description of Position	Employment Dates To / From	Hours per Week

EDUCATION (list major if college graduate)

Name of School	Course of Study	Dates Attended	Graduated (Yes/No)

School Currently Attending

Name _____ Address _____
 City/State/Province/ Zip _____ Full or Part-Time Student? _____
 Total Credits Earned: _____ Remaining Credits Needed to Graduate: _____
 Planned Graduation Date: _____ Major/Minor: _____

**NOTE: Please provide an Official Transcript of Grades from educational facility currently attending.
 If you are not currently enrolled in school, please provide your ACT scores.**

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Application

INCOME/FINANCIAL DATA

Please provide the following documents:

- Copy of any student aid application (if applying for)
- List with amounts or any grants or aid you receive
- Copy of your most recent tax return and W-2 Form

MONTHLY INCOME

Total Monthly HOUSEHOLD Income	\$
Total Monthly INDIVIDUAL Income	
Employment Salary	
Alimony/Allowance	
Child Support	
Government Assistance (food stamps, rent/housing subsidy, other)	
Veteran Benefits	
Unemployment / Social Security	
Interest Income/Dividends	
Student Loan, Scholarships and Grants	
Other	
TOTAL INCOME	\$

MONTHLY EXPENSES

	\$	<u>Current School Expenses</u>	<u>Per Semester</u>
Rent/Mortgage (specify which)		Tuition	
Telephone		Books	
Utilities (gas, electricity, water, sewage, etc.)		Transportation	
Food		Other	
Clothing		TOTAL SCHOOL EXPENSES	\$
Medical/Dental			
Credit Card Payments			
Insurance (life, home, medical, etc.)			
Child Support/ Alimony		<u>Projected School Expenses</u>	<u>Per Semester</u>
Day Care or School		Tuition	
Car Payments		Books	
Car Insurance		Transportation	
Car Maintenance / Gas		Other	
Other Household Expenses (specify)		TOTAL SCHOOL EXPENSES	\$
TOTAL EXPENSES	\$		

Total Educational Funds requested for year 20__ \$_____

Are you the recipient of any other scholarships? List amounts and names of scholarships.

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Application

ESSAY (attach additional pages as needed)

Your essay must (1) describe what your life's goals and objectives are and how obtaining additional education or a college degree will further these goals and objectives, and (2) explain what qualifies you for this scholarship.

Please limit your essay to 750 words.

By signing this application, I verify the above information to be true and correct and authorize the use and disclosure of such information to members, officers, employees and agents of EWI. In addition, I consent for all purposes to the sale, reproduction and/or use of photographs and voice recordings by EWI, including any agency, in all forms and media including television and advertising.

Signature _____ Date _____

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PERSONAL RECOMMENDATION FORM

INSTRUCTIONS: Two letters of reference must accompany the individual's application. The reference letters should comment on the following points:

- State how well, how long and in what capacity you know the applicant
- Your knowledge of the applicant's personal situation
- Why you are recommending this individual for an ASIST award
- The applicant's goals/objectives and potential for success

One letter of recommendation must be completed by an individual of the student's choice who is a past or present employer, teacher, guidance counselor or other school administrator.

A second letter of recommendation must be completed by an individual of the student's choice from a religious affiliation, volunteer organization or personal acquaintance.

Recommendation letters must be typed and limited to one page, one-sided.

The student named here is a candidate for the EWI ASIST Scholarship. Scholarships are disbursed directly to the student's account at his/her college/university of choice.

The recommendation letters will become part of the student's confidential file intended for use by the selection committee.

Student Name: _____

Recommending Person _____ Title _____

Address _____

Telephone _____

Signature _____

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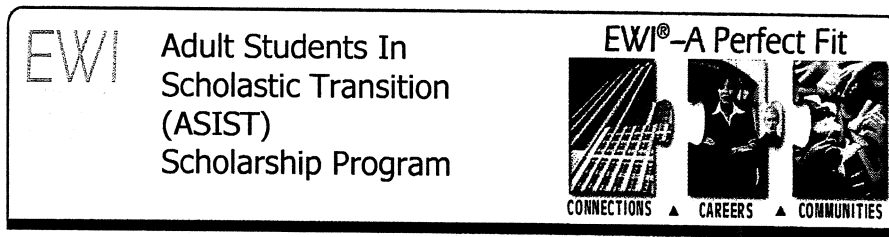
Student Name: _____

Recommending Person _____ Title _____

Address _____

Telephone _____

Signature _____



What is EWI®?

Executive Women International is an organization which brings together key individuals from diverse businesses for the purpose of:

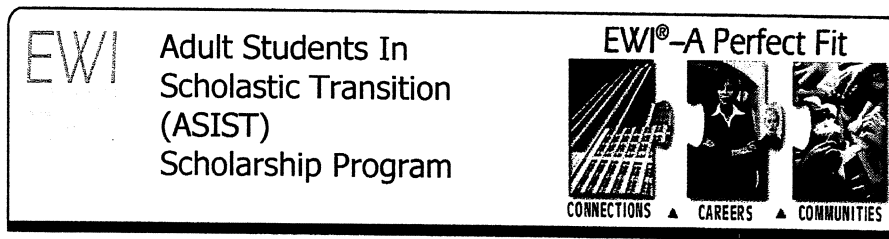
- Promoting member firms,
- Enhancing personal and professional development, and
- Encouraging community involvement.

Founded in 1938, Executive Women International® (EWI) is a premier international organization. Membership is comprised of firms represented by professionals in leadership roles within their companies. EWI represents approximately 4,000 firms in the United States, Canada, and Europe.

Through its extensive network, EWI representatives promote their firms through the exchange of information. The organization fosters the development of professional skills through educational and service opportunities for its representatives. While EWI is dedicated to the development and mentoring of its representatives, it also places a high value on the civic and philanthropic enrichment of our local and global communities. To that end, EWI began fully administering the Business/Career/Development Program in 1988. The B/C/D Program serves as an umbrella and provides support for a number of educational and philanthropic projects, including the Adults in Scholastic Transition (ASIST) Program.

EWI VISION

To be the leading connection for business professionals.



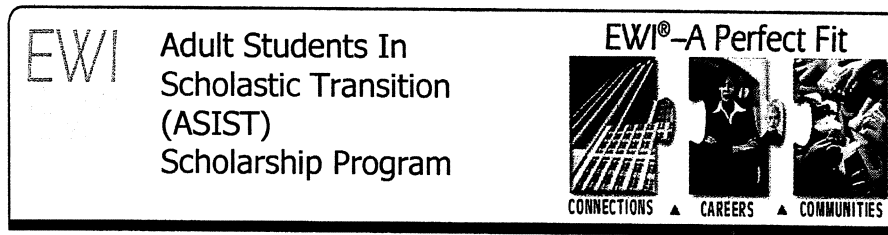
Adult Students in Scholastic Transition (ASIST) Program

Executive Women International established the Adult Students in Scholastic Transition (ASIST) Program to provide financial support to adult students in a variety of transitional situations. Executive Women International believes the ASIST Program will enable each recipient to achieve self-esteem and will positively impact the recipient's personal life, employment, family, and community.

It seems almost daily we personally come in touch with or hear of adults who are experiencing some form of transition in their lives: a homemaker entering the job market for the first time; an adult recently outplaced by a restructuring of employer's company; an adult making a career change; an adult faced with change necessitated by family or personal crisis. These are just a few examples of adults in transition.

The ASIST Program is not intended to re-create or duplicate services that already exist in the community. Instead ASIST would provide the means to access these programs by giving financial support. This assistance must be in the way of tuition, books, and equipment.

EWI works with local resources to screen prospective candidates for its Adult Students in Scholastic Transition Program. Pre-selection criteria are provided to the local resources to assist them in pre-screening candidates.



Highlights

The Adult Students in Scholastic Transition Selection Committee composed of EWI representatives will carefully review data on each candidate to determine Adult Students in Scholastic Transition recipient(s). Funds are then provided to the educational provider which will aid the recipient(s) in obtaining the necessary education to achieve career goals and objectives.

Each application will include a statement of the applicant's financial need, process for obtaining the stated goals/objectives and the endorsement of applicant by the sponsor.

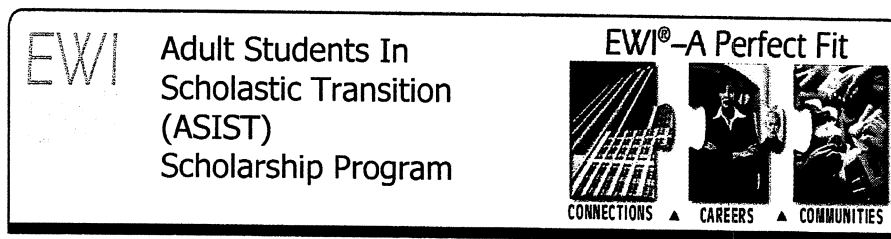
EWI feels the Adult Students in Scholastic Transition Program allows its recipients to select the career path of their choice. Monies provided are an award and do not require repayment. These funds in all cases are paid to educational providers.

The Adult Students in Scholastic Transition Selection Committee has a number of options in awarding assistance. The type of award granted is based upon the need of each recipient. Adult students in Scholastic Transition Program funding must be used for:

- Tuition
- Certification programs
- Books
- Mandatory fees from schools (such as lab fees)
- Child Care

Expenses not allowed are:

- Rent
- Utility payments
- Travel expense
- Repayment of student loans



Checklist for EWI ASIST Application

The following information must be included with the Application form:

- _____ Application (Form 25)
- _____ Copy of Application for Student Aid (if applied)
- _____ Official Transcript of Grades
- _____ Copy of candidate's most recent tax return

You may also include any of the following:

- _____ Photograph
- _____ Resume
- _____ Other letters of recommendation or a list of references
- _____ List of achievements, awards, community involvement, etc.
- _____ Other financial eligibility forms

All items must be together in one packet and sent to:

**Donna Gurney (ASIST Chair)
Baylor College of Medicine
One Baylor Plaza, Suite 143A
Houston, TX 77030
Tel: 713 798-4344
Fax: 713 798-6353**

**Deadline for submission is April 30, 2008
No applications will be accepted after this date**

AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS

Family Educational Rights and Privacy Act of 1974 as Amended (FERPA)

I, _____, hereby voluntarily authorize officials in the
[Print Name of Student]
University of Houston department(s) identified below to disclose personally identifiable information from my educational records. (Please check the box or boxes that apply):

- ☐ Registrar
- ☐ Financial Aid
- ☐ Dean of Student's Office
- ☐ Residential Life and Housing
- ☐ University Advancement
- ☐ University Studies Division
- ☐ Other (Please Specify) _____

Specifically, I authorize disclosure of the following information or category of information (Please check the box or boxes that apply):

- ☐ Grades/Transcripts
- ☐ Financial Aid
- ☐ Disciplinary
- ☐ Housing
- ☐ Scholarship and/or Honors
- ☐ Photos
- ☐ Academic Records
- ☐ All University Records
- ☐ Other (Please Specify) _____

This information may be released to _____
[Print Name(s) of Individual(s) To Whom University May Disclose Information]

_____ for the purpose of informing:
[List Additional Individuals if Necessary]

- ☐ Family
- ☐ Educational Institution
- ☐ Employer/Prospective Employer
- ☐ Public or Media of Scholarship, Honor or Award
- ☐ Other Please Specify) _____

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to Department(s) identified above.

Student Name (Please Print)

Student I.D Number

Student Signature

Date