

# The James Family Continuing Education Foundation

P.O. Box 2376, Leesburg, VA 20177

## Scholarship Guidelines

Candidates must complete this application. The James Family Continuing Education Foundation uses this application for the award of all scholarship funds.

**Scholarships are paid directly to a student's educational institution on their behalf.**

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### **Student Criteria and Information:**

1. The student must have applied to one or more accredited post-secondary institutions or must be currently enrolled in a college or university at the time of application.
2. The student must submit the following as part of a complete application package:
  - a. This completed application form.
  - b. At least one sealed recommendation from an academic source or separate email sent to **sheilamackey@tjfcfe.org**.
  - c. A copy of an official high school diploma (GED certificate acceptable), or college transcript.
  - d. Copies of letter(s) from colleges, universities, vocational or trade schools accepting a student for enrollment or letters acknowledging receipt of an application.
  - e. Essay explaining need (recommended but not required)
3. The James Family Continuing Education Foundation has the right to request additional information or materials from students.
4. The James Family Continuing Education Foundation reserves the right to request a personal interview with final candidates.
5. For those scholarship awards that are renewable, a renewal application must be submitted each year.
6. The James Family Continuing Education Foundation reserves the right to reconsider scholarship awards if significant or additional scholarships are received by an applicant.

### **Timeline:**

Completed application packages must be submitted by 5:00 pm on specified date (tbd) to *The James Family Continuing Education Foundation*, applications may be mailed with same postal date stamp.

Confirmation of receipt of application will be provided to the applicant within 3-7 business days.

Scholarship awards will be mailed after August 15<sup>th</sup> or at an earlier date if deemed necessary by the foundation or educational institution requirements.