



California Association of Educational Office Professionals

2017-18 Member Re-Entry Scholarship Guidelines

The California Association of Educational Office Professionals' Re-Entry Scholarship is available to members wanting to further their education. The scholarship is awarded directly to the recipient to assist with tuition and/or educational expenses. The member/recipient must plan to carry a minimum class schedule equivalent to three semester college units to pursue advancement in their chosen career. The award will be presented to the recipient when proof of enrollment in a post-high school program or college is received. The approved monies are valid only for the academic year (fall, winter, spring, summer) following the awarding of the scholarship.

The 2017-18 CAEOP Member Re-Entry Scholarship is valued at \$500

AN APPLICANT MUST:

- Be a United States Citizen,
- Be an individual who plans to enter or is currently enrolled in a post-high school or college program, accredited online, or accelerated program,
- Be currently employed as an educational office employee,
- Be an active dues-paying member of CAEOP in good standing for a minimum of two (2) years,
- Be planning to carry a minimum class schedule equivalent to three (3) semester college units,
- Not be a previous recipient of this award.

EQUIVALENCY SCHEDULE:

- A. All units shall be computed in semester hours.
- B. College credit in terms of quarter hours will be translated into semester hours by using the following formula: double quarter credit, divided by three.
- C. For non-college credit taken, fifteen (15) hours of work shall be equivalent to one semester unit of credit.

HOW TO APPLY:

1. Complete the Member Re-Entry Scholarship Application
2. Request two letters of recommendation. One letter must be from your administrator and one from a colleague, indicating appraisal of your qualifications and degree of success.

Mail all materials to the following address postmarked by January 8, 2018

Sonia Rezkalah
CAEOP Scholarship Chairman
Perris Union High School District
Student Services Center
1151 North 'A' Street
Perris, CA 92570

PH: 951 943-6369 Ext 81209 *** FAX: 951 943-9594

scholarships@caeop.org

www.caeop.org

Recommendations for a recipient will be made to the Executive Board and the recipient will be notified.



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2017-18 Member Re-Entry Scholarship Application

Please read the Member Re-entry Scholarship Guidelines before filling out this application.

Name of Applicant: _____ Date: _____

Address: _____ Work Phone: _____

Email address: _____ Home or Cell Phone: _____

District Employed: _____ Years of Service: _____

Years of membership in CAEOP (Must be at least two years): _____

Number of dependent children living in your home: _____

If there are special circumstances in the family which cause a financial hardship, please describe (attach separate sheet if more space is needed): _____

Are you currently enrolled in an educational institution? Yes _____ No _____

If answer to above is yes, please indicate institution and courses being taken: _____

Please list any educational achievements: _____

What is your proposed field of study? _____

What are your goals for the future? _____

Have you ever received a scholarship or fellowship? If the answer is yes, please describe: _____

Please describe below how you plan to use your updated skills in your business career. List any information you feel may be important in consideration of your scholarship application (attach separate sheet if more space is needed): _____

I certify that the information given in this application is complete and accurate to the best of my knowledge.

Signature of Applicant

Date Signed