



**Businesswoman of the Year Scholarship
University of Guam/Guam Community College/Northern Marianas College
APPLICATION FORM**

Application forms and required documents must be turned into the Financial Aid Office at the respective colleges no later than Jan. 31 for spring semesters or Aug. 31 for fall semesters. If the dates fall on a weekend, forms will be due on the following business day.

Name: _____ **Social Security No.:** _____
 Last First M.I.

Mailing Address: _____
 Mailing Box City State Zip

Permanent Address: _____
 Street Address City State Zip

Phone No.: _____ **Email Address:** _____

Date of Birth: _____ **Place of Birth:** _____

Please indicate which university or college you will be/are attending:

- University of Guam Guam Community College Northern Marianas College

Major: _____ **Minor:** _____

Please indicate the semester and year of this application:

- Spring Semester Fall Semester **Year:** _____

Admissions Status: Admitted; Enrolled Full-Time **College Standing:** Freshman Sophomore
 Admitted; Enrolled Part-Time Junior Senior

Cumulative GPA: _____ **Previous Semester GPA:** _____

Expected Date of Graduation: _____

Please submit the following with the application: Official transcript; letter of acceptance or class schedule; three letters of recommendation; proof of U.S. citizenship or eligible resident status (birth certificate, passport or valid green card); written essay; and two years of tax returns.

Citizenship/Residency*: _____
*Please indicate if a U.S. citizen or a permanent resident/green card holder in Guam or the CNMI. Citizens of Palau, the Federated States of Micronesia or the Marshall Islands who reside in Guam or the CNMI may apply.

Name and Address of High School Attended: _____

High School Cumulative GPA (if applicable): _____ **Graduation Date/GED Awarded:** _____

ANSWER THE FOLLOWING QUESTIONS. (If more space is needed, attach additional sheets.)

Provide a brief statement of your long-term personal and career goals, and briefly explain how this scholarship will support those goals.

List all school activities in which you have participated including any awards or honors received.

List all community service involvements and number of hours for each.

List any scholarship(s) or financial aid that you received or for which you have applied.

Please prepare an essay answering one of the following questions:
(Maximum two pages in length and 250 words minimum)

What career path do you think is most open to hiring women and promoting them into management positions and why?

Where do you think businesswomen in Guam and/or Saipan are on the road to equal opportunity with career and business success?

Please provide three letters of recommendations: one from a faculty member and two from at-large community members.

Please submit the following with the application: Official transcript; letter of acceptance or class schedule; three letters of recommendation; proof of U.S. citizenship or eligible resident status (birth certificate, passport or valid green card); written essay; and two years of tax returns.

Are you willing to be interviewed? _____ Yes _____ No

Contact person in Guam or the CNMI: _____ Contact No. _____

All of the information on this form is true and correct to the best of my knowledge. I understand that falsifying information will result in my disqualification and forfeiture of my award. I also understand that these funds are made available to pursue my education at the University of Guam, Guam Community College, or Northern Marianas College and are subject to auditing and monitoring services. I understand that this scholarship program is competitive and based upon a minimum Grade Point Average (GPA) of 3.0 or above, financial need, as well as the required essay. I further understand that this scholarship will be awarded independently each semester (pending availability of fund) and that I must apply each semester to compete for the award. If awarded, I understand that I will be required to work on Guam or the CNMI after graduation. Also, I must work the number of years equivalent to the number of years that I have received the scholarship. Lastly, I will submit a valid transcript of my classes enrolled in and completed after the completion of the semester in which the scholarship was awarded to the Businesswoman of the Year Committee.

Applicant's Signature

Date

Parent's Signature (if applicable)

Date

Please submit the following with the application: Official transcript; letter of acceptance or class schedule; three letters of recommendation; proof of U.S. citizenship or eligible resident status (birth certificate, passport or valid green card); written essay; and two years of tax returns.



Businesswoman of the Year Scholarship University of Guam/Guam Community College/Northern Marianas College

POLICIES & PROCEDURES

Purpose of the Scholarship

To promote higher education by providing financial assistance for college students in their pursuit of professional careers.

Guidelines

The Businesswoman of the Year Scholarship Program will award scholarships to deserving full-time or part-time University of Guam (UOG), Guam Community College (GCC) and Northern Marianas College (NMC) students for each semester that they are registered in and have applied for the scholarship. Graduating seniors from Guam and the NMI high schools who have been accepted and enrolled at one of the three tertiary institutions may also apply. The scholarships will be awarded based on merit, eligibility, the written essay, and financial need.

Conditions of Scholarship Eligibility

To be eligible for this scholarship, a student must:

1. Be a U.S. citizen or a permanent resident/green card holder in Guam or the CNMI. Citizens from Palau, the Federated States of Micronesia or the Marshall Islands who reside in Guam or the CNMI may apply.
2. Be accepted and enrolled as a student at UOG, GCC, or NMC (including high school seniors from Guam or the NMI who are matriculated at any of these three tertiary institutions);
3. Have a high school or college cumulative GPA of 3.0 or better;
4. Be seeking a business or related degree in the academic semester in which the scholarship is being awarded;
5. Write and submit a written essay (Please see essay requirements)
6. Provide two years of tax returns for student and parent(s). (Non-traditional, independent students — i.e. those who are either currently or formerly employed or formerly in the workforce, looking to return to college to pursue a continuing education — need not submit their parents' tax forms but must furnish their own tax returns.);
7. Work on Guam or the CNMI after graduation the number of years equivalent to the number of years that he or she received the scholarship. In addition, recipient will be

Please submit the following with the application: Official transcript; letter of acceptance or class schedule; three letters of recommendation; proof of U.S. citizenship or eligible resident status (birth certificate, passport or valid green card); written essay; and two years of tax returns.

- required to acknowledge and sign an acceptance letter to serve as a contract for this stipulation;
8. Submit transcripts showing classes enrolled in and completed after the completion of semester in which scholarship was awarded;
 9. Use scholarship checks awarded exclusively to defray educational costs, such as tuition, fees, books, and supplies (“qualified educational expenses”). Recipients will be required to submit an accounting of all scholarship funds expended for the completed semester.

Application Procedures

Applicants may obtain an application form from the UOG, GCC or NMC Financial Aid offices and any First Hawaiian Bank Branch on Guam or Saipan, or can download the application from www.guambusinessmagazine.com. All applications and required documents must be received by the requested college (UOG, GCC, or NMC) Financial Aid Office on or before the deadline of each academic semester (fall and/or spring). The scholarship is awarded each semester based on the availability of funds.

The application packet should include the following:

- An official “**Businesswoman of the Year Scholarship**” application form
- All necessary official high school or college **academic transcripts**
- A **Letter of Acceptance** from the respective college stating the intended major (new students) OR class schedule (current enrolled students)
- **Three letters of recommendation** (one from a faculty member and two from at-large community members)
- **Proof of U.S. citizenship or Eligible Resident Status** (birth certificate, copy of current U.S. passport or valid green card)
- **Written essay**
- **Two years of tax returns** for student and parent(s). Please refer to #6 under Conditions of Scholarship Eligibility

***If qualified, students may receive the scholarship multiple times with a maximum of four consecutive years or upon completion of an associate’s and/or bachelor’s degree, whichever occurs first.*

Selection Criteria

Applicants will be selected based on:

- Scholastic achievement
- Financial need
- Written essay
- Community service involvement
- Letters of recommendation

Once the applicant has been determined to meet the basic eligibility requirements and is selected, the Selection Committee will contact the scholarship recipient.

Written Essay Requirements

Format of written essay:

- Typed

Please submit the following with the application: Official transcript; letter of acceptance or class schedule; three letters of recommendation; proof of U.S. citizenship or eligible resident status (birth certificate, passport or valid green card); written essay; and two years of tax returns.

- Double spaced
- Font type: Times New Roman
- Font size: 12 point
- Word/Page limit: 250 word minimum, two-page maximum

Duration of Award

It is the intent of the Businesswoman of the Year Scholarship program to provide financial support to qualified recipients in each respective qualifying semester (fall or spring). If qualified, students may receive the scholarship multiple times with a maximum of four consecutive years or upon completion of an associate’s and/or bachelor’s degree, whichever occurs first. To receive multiple scholarships, students must reapply and submit a new application form and an essay each semester (fall and spring), along with last semester’s grades.

Award Amounts

Each recipient will receive amounts to be determined based on availability of funds. Scholarships will be paid in the form of a check to be given at the scholarship awarding event to be presented by the donor and the respective representatives from the colleges.

Forfeiture of Award

If the recipient fails to meet the Conditions of Eligibility requirements for the semester in which the funds were awarded, the student must return the full amount to the Businesswoman of the Year program. The scholarship will then go to the next eligible applicant in line for the scholarship.

Conditions of Award

Students are required to sign an agreement upon receipt of the funds pursuant to the policies stated above.

Required Documents Checklist:

First Hawaiian Bank and Guam Business Magazine Businesswoman of the Year Scholarship	
	Official Businesswoman of the Year Scholarship application
	Official high school OR college academic transcripts, as applicable
	Letter of acceptance form institution OR class schedule for current enrolled students
	Three letters of recommendation (one from faculty and two from at-large community members)
	Proof of U.S. citizenship OR Eligible Resident Status (ex: birth certificate, copy of U.S. passport or permanent residence card [green card])
	Written essay
	Two years of tax returns for students AND parents (2015 & 2016)

Please submit the following with the application: Official transcript; letter of acceptance or class schedule; three letters of recommendation; proof of U.S. citizenship or eligible resident status (birth certificate, passport or valid green card); written essay; and two years of tax returns.