



## Continuing Education – Family Member / Spouse Scholarship Application Guidelines

### 1. Eligibility Requirements:

- a. The applicant must be a family member / spouse of an active duty military member (any service) or the family member / spouse of a SOFA sponsored employee living in Camp Zama, Japan.
- b. The spouse or family member receiving the scholarship cannot also be a sponsor. A non-spouse family member applying for the scholarship must be post-high school and under the age of 23.
- c. The applicant must clearly state the type of degree on the application. (i.e., Associate, Bachelor, or Graduate degree)
- d. The applicant must have an overall grade point average of 3.0 or higher.

### 2. Criteria for Selection:

- a. Applicants will be judged on an essay, 5 year volunteer service or work history and grade point average.
- b. Applicants will remain anonymous during the application process. All personal information - including name, address, and social security number - will be removed from the applications prior to judging.
- c. Transcripts and grade reports pertaining to the current degree being sought must be provided as well as a letter from the university verifying current enrollment. Failure to provide this information will result in automatic disqualification. Internet transcripts are not acceptable. (Note: Please do not provide transcripts pertaining to unrelated or previously completed degree programs.)

### 3. Limitations:

- a. The Zama Community Spouses' Association Scholarship may be used at any accredited college, university, or vocational program.
- b. The applicant will not be eligible to receive this award if at any time he or she accepts any other full four-year scholarship.
- c. Scholarships are not available to Scholarship Awards Committee members.
- d. Award money will be mailed to the recipient's college in the form of a check payable to the school.
- e. If the scholarship recipient fails to enroll in classes by the fall term, he or she must immediately notify the Scholastic Awards Chairperson.



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### 4. Application Instructions:

- a. Applications must be typed. Please use the format provided. Only 1 transcript needs to be submitted.
- b. All applicants will be notified of the final results.
- c. Application deadline is February 1. All completed applications must be received no later than this date to be considered.
- d. Please contact Scholarship Chairperson at [scholarship@zacsa.org](mailto:scholarship@zacsa.org) with any questions.

### 5. Hints and Tips

- a. Be sure to follow all instructions carefully.
- b. Meet all stated deadlines, and have all necessary signatures.
- c. Not following instructions or not meeting deadlines will result in disqualification of the application packet. Have someone read your essays to catch any problems with clarity, grammar, etc.
- d. Have someone review your entire application packet to make sure all instructions have been followed and all necessary items are included.
- e. Be sure to make a copy of your entire application packet to keep for yourself.