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January 2017

Dear Applicant,

The purpose of the Texas Burn Survivor Society (TBSS) Scholarship is to provide burn survivors with assistance in obtaining vocational training that will provide them with skills to lead a productive life.

The TBSS Scholarship Committee aims to keep the application process as simple as possible. However all parts of the application and the application process must be **totally completed** in order to be considered. Failure to submit the full application and additional required documents by the due date of **April 28, 2017**, will result in your application not being considered.

To qualify for this scholarship you must:

- Have a total body surface area burn percentage of **5%** or over, or have a disability as a result of a thermal injury, *either of which* must be verified by a medical health care provider;
- Be a high school graduate or obtain a GED by the **end of the Spring semester 2017**;
- Pursue a degree or certification in a specific vocation;
- Attend an institute of higher learning that is certified by the Accrediting Commission of Career Schools and Colleges (ACCSC) and/or the Southern Association of Colleges and Schools (SACS); and/or the Commission of Career Colleges and Schools of Texas; **as well as** the specific state agency that certifies the chosen course of study, if applicable;
- Be a resident of Bexar or surrounding counties (Atascosa, Bandera, Comal, Guadalupe, Kendall, Medina, or Wilson), unless the residency requirement is waived by the Scholarship Committee;
- Be available for interview **on or before Saturday, May 20, 2017**, as more fully described below.

All information submitted for consideration will be kept confidential, so please be as detailed as possible. The committee will interview all new applicants and some who may be re-applying.

The following dates will be **strictly** followed:

1. Applications may be picked up in your counselor's office or downloaded from the TBSS website – texasburnsurvivors.org.
2. All completed applications and attachments must be **received** by the Committee no later than Friday, **April 28, 2017**. **Incomplete applications or applications received later than April 28, 2017, will not be considered.**
3. Applicants are expected to be available for interviews on or before Saturday **May 20, 2017**. **We will contact you to schedule an interview. If you are in San Antonio, we may ask to meet in person. If not, we may schedule a digital interview. Please note that being invited for an interview does not guarantee you will be awarded a scholarship.** The Committee will notify, by mail, each applicant of its decision shortly after the interview.
4. Scholarship awards will be forwarded to the (approved) school chosen by the recipient, upon verification of enrollment. **We will provide more details if you become a recipient.**

Please direct any questions about scholarship procedures and awards to Sue Dodson, Executive Director, Texas Burn Survivor Society, at 210-824-8499, or by e-mail: sdodson@tbs.org

Sincerely,
The TBSS Scholarship Committee

TEXAS BURN SURVIVOR SOCIETY
SCHOLARSHIP GUIDELINES

Requirements and Procedures:

1. Your application will be reviewed with these criteria in mind:
 - Total body surface area (TBSA) burn percentage of **5% or greater** or have a disability as a result of a thermal injury. *Must be verified by a medical health care provider.*
 - Financial need
 - Community and school involvement
 - The interview
 - Scholastic achievement
2. Checklist for Items **required** by all scholarship applicants:
 - _____ The Scholarship Application completely and accurately filled out **and received in our office no later than April 28, 2017.**
(Note: Do not modify the application document. No substitute will be accepted.)
 - _____ Verification of TBSA percentage or disability from medical health care provider
 - _____ A recent photograph (either color or black and white; please, no photocopies)
 - _____ One or two letters of reference to the **Scholarship Committee** from people who are well-acquainted with your personal situation and/or educational background, but who are not family members.
 - _____ A letter from you to the **Scholarship Committee** which explains why you plan to attend (or continue to attend) college or vocational school, what vocation you have chosen and why, and why you feel you need financial assistance to do so. You may include additional information which may be helpful to the committee. You may also include a resumé of your work experience.
 - _____ Your most recent high school or college **official** grade reports or transcripts, sent by the registrar.
Originals only – no photocopies will be accepted.
3. The **Scholarship Committee** will interview all new applicants and may choose to interview some who are re-applying. You will be contacted by a member of the Committee to set up your interview time.
4. An applicant must disclose if he/she may be related by blood or marriage to any Board member or officer of Texas Burn Survivor Society (TBSS). Please see cover letter for list of Board members.
5. Scholarships are awarded only on a per academic year basis (or per semester, as applicable). The awarding of a scholarship creates no assurance or expectation that scholarships will be awarded in the future. The amount of the scholarship will vary at the discretion of the TBSS Scholarship Committee in accordance with available funds, number of qualified applicants, and other factors. There is no guarantee or expectation created as to the amount of scholarship awards.
6. The maximum total length of scholarships awarded to an individual is a total of 4 academic years (or 8 semesters, as applicable) for an undergraduate student.
7. To qualify for a TBSS scholarship, the student should be registered for a sufficient number of hours/courses to be classified as a fulltime student, unless otherwise approved by the TBSS Scholarship Committee.
8. A scholarship recipient must attend classes regularly and without excessive unexcused absences. A student must not drop classes excessively. Absent satisfactory explanation, if a student drops hours that results in loss of fulltime student status in the initial scholarship semester, that student's scholarship for the following semester may be subject to revocation. If such conduct continues, the student might no longer be considered for the TBSS scholarship.

9. A scholarship recipient must comply with his/her degree/certification plan and consult appropriately with his/her advisor in order to work towards a degree/certification.
10. A scholarship recipient must submit his/her grade report to the committee for review upon completion of each semester for the next semester payment to be made or to be considered for a scholarship for the following academic year.
11. A scholarship recipient must maintain a grade point average (GPA) of at least 2.50 for each semester. If the recipient's GPA falls below 2.50 for a semester, the recipient will be placed on probation and will be expected to seek tutoring or other supplemental instruction in order to bring the GPA up to or above 2.50 by the next semester. If the recipient has a GPA below 2.50 for 2 semesters in a row, or for 3 semesters overall, the scholarship will be rescinded (absent circumstances of extreme hardship beyond the recipient's control, within the discretion of the Scholarship Committee).
12. If a scholarship recipient drops out, or is suspended, disqualified or expelled from school for academic or disciplinary reasons, the scholarship is automatically rescinded.
13. If a scholarship recipient drops out of school or drops a class, any funds paid by TBSS that the school might reimburse the student must be immediately returned to TBSS.
14. A recipient must submit copies of his/her grade report or transcript to the TBSS office within 10 days of receiving the grade report or transcript. The Scholarship Committee will review the report/transcript to ensure compliance with these guidelines.
15. Scholarship funds will be sent directly to the institution of higher learning on a per semester basis or other basis, as determined by the Scholarship Committee.
16. Scholarship funds are intended for use for tuition and standard fees and expenses (such as textbooks, lab supplies) associated with attendance at an institute of higher learning. Funds are not intended for use for purchase of computers, printers, or similar equipment. Use of funds for unapproved purchases may result in the revocation of the scholarship.
17. If at any time the recipient does not comply with these guidelines, or there is cause to rescind the scholarship, the recipient has an affirmative duty to notify TBSS of the circumstances.
18. The Scholarship Committee may at any time ask the applicant or recipient for reasonable information concerning the application or the recipient's academic performance or compliance with the guidelines. The applicant or recipient will comply promptly, thoroughly and accurately to any such request.
19. If for any reason the scholarship is rescinded, all unexpended funds will be returned to TBSS. A recipient whose scholarship has been rescinded will cooperate with the recovery of such funds and agrees to sign any necessary paperwork.
20. By completing and signing the scholarship application, the applicant agrees to adhere to all guidelines as set out above.

Return all the completed application materials, photograph, letters, and transcripts by **April 28, 2017**, to:

Scholarship Committee
Texas Burn Survivor Society
8531 N. New Braunfels, Ste 102
San Antonio, Texas 78217



Texas Burn Survivor Society - Scholarship Application
2017

Name: _____ Date of Birth: _____ Marital Status: _____

Home Address: _____

City: _____ County: _____ State : _____ Zip _____

Home phone: () _____ Cell: () _____ Email: _____

Name and Mailing Address of Current School (If applicable) : _____

City: _____ County: _____ State : _____ Zip _____

Phone number of Current School Registrar: () _____

Please check one: My original transcript is included with my application packet.

My school will mail my original transcript.

Please describe your activities, such as extra-curricular, church, community, etc. Also include any specific involvement in the burn community, such as volunteering at camp, hospital, etc.

Note: You may attach a separate list.

Please tell us briefly about the circumstances of your burn injury.

Identify the following:

School from which you have previously graduated (if applicable): _____

School/College/University in which you intend to enroll: _____

Certifying/Accrediting Commission(s) recognizing this School/College/University and certifying State Agency for your chosen vocation (if applicable): _____

Identify any schools that have already accepted you for admission: _____

What vocation do you intend to pursue? _____

List employment, whether full time or part time most current job first:

Note: These are jobs for which you had earnings. Volunteer jobs should be listed above.

Company/Organization: _____ Job: _____ Dates: _____

Company Organization: _____ Job: _____ Dates: _____

Company/Organization: _____ Job: _____ Dates: _____

Indicate the estimated cost of the schooling for which you are applying under this scholarship:

Note: If you will be living at home, without room/ board/ travel expenses, then indicate "Home".

Tuition:\$ _____/Year Books:\$ _____/Year Room:\$ _____/Year Food:\$ _____/Year

Travel:\$ _____/Year Fees:\$ _____/Year Other School related expenses:\$ _____/Year

Indicate funds (amounts) which you have available to you (whether your own, parents or others) which can be used to cover expenses listed above. Do not include other scholarships, grants, loans, etc.:

Self:\$ _____ Parents:\$ _____ Other:\$ _____

List any scholarships, work grants, student loans for which you have applied:

Scholarships: _____

Work Grants: _____

Student Loans: _____

List any of the above for which you have been notified of an award and the amount of that award:

To help us determine economic need, if you are a minor or are supported by a parent or guardian (IRS qualified), you must list income, savings, trusts and other sources of funds which could be used to cover your school expenses:

Name of parent or guardian: _____ Address: _____

City: _____ State: _____ Phone Number: (____) _____

Annual Income: \$ _____ (Father)\$ _____ (Mother) \$ _____ (Guardian)

Savings or other liquid assets:\$ _____ Trusts:\$ _____

Other siblings/children currently enrolled in school/college: _____

I certify, that to the best of my knowledge, the information provided herein is accurate and complete:

Applicant: _____ Date: _____

Parent/Guardian (If applicant is under 18 or is living with parents/guardian):

_____ Date: : _____