

Alabama Correctional Employee Support Fund

Scholarship Application Package



Complete application should be returned to:

Alabama Correctional Employee Support Fund
P.O. Box 2469
Montgomery, AL 36102-2469



Note: Incomplete applications will not be considered in the application process

Application for Scholarship from
ALABAMA CORRECTIONAL EMPLOYEE SUPPORT FUND, INC. (ACESF)

(Type or Print Please)

1. Name of Applicant: _____

Applicants for scholarship funding from the Alabama Correctional Employee Support Fund (ACESF) must be an ADOC employee (current full-time or retired who draw or have drawn their salaries directly from the ADOC) or their spouse, children, grandchildren or legal ward. Corrections employee's siblings are not eligible.

2. Previous recipient of EMPLOYEE SUPPORT FUND scholarship? ___Y ___N; If YES, what year? _____

3. Will you be doing Graduate____ or Undergraduate____ work?

Note Current employees seeking graduate level scholarships must have been employed with ADOC for a minimum of 3 years, as of the application deadline (January 31st).

4. Name of Parent / Legal Guardian associated with ADOC: _____

Relationship: _____

Note Documentation to verify relationship may be requested.

ADOC Division or Institution: _____

If Applicant is current employee, provide date of hire with ADOC _____

5. Home Address: _____

City _____ State _____ Zip _____

6. Telephone Number: (____) _____ E-mail Address: _____

7. Social Security Number: __XXX__ - __XX__ - _____ (Last 4 digits only)

8. High School Attended: _____

9. Date of High School Graduation: _____

10. Cumulative GPA for applicant: _____ (College GPA for enrolled students); Minimum GPA requirement of 2.5

11. I have____ have not____ taken the SAT____ ACT____

12. ACT Score____ SAT Score____ (please attach copy of score report)

13. College in which you plan to enroll _____

Must be enrolled as full time in accredited two or four year college or university, or an accredited graduate program. Current active correctional employees may be enrolled part time.

14. Intended major field of study _____

15. Specify any extracurricular school, church, community, civic, work and/or volunteer activities that you desire to be taken into account in your application.

16. Provide two letters of recommendation; list name and phone number of each. See other criteria below.

Letter #1	Name: _____	Phone Number: _____
Letter #2	Name: _____	Phone Number: _____

17. Please write and submit an essay (Maximum 1000 words) that describes your personal career goals, and what this scholarship would mean to the completion of your undergraduate / graduate education.

18. By signing below, we acknowledge that we have each read the entire application package and do hereby certify that we understand the contents of the application package. Also, by signing below, we each certify that the information provided in the application and each of the attachments submitted with the application are true and correct. If any of the information provided in the application or any of the attachments is found not to be true and correct, the applicant will be immediately disqualified and, if any scholarship has been awarded, such scholarship shall be rescinded.

Signature of Applicant

Date: _____

Signature of Parent / Guardian

Date: _____

APPLICATION PACKAGE FOR SCHOLARSHIP

The application (and all attachments thereto) must be completed, signed and submitted to the Alabama Correctional Employee Support Fund, P.O. Box 2469, Montgomery, AL 36102-2469. If an applicant fails to complete the entire application or fails to submit all of the items in the format requested hereunder, and postmarked by the deadline date of January 31st, the application will not be considered for any purposes or under any circumstances with respect to the scholarships of the ACESF.

Please note that applications submitted for spouses, children, grandchildren, or legal wards of ADOC employees must be signed by both the student applying for the scholarship and the parent / legal guardian of the applicant and, if either of such signatures is not on the application, the application will be not considered in the application process. The application with all required attachments and submissions must be postmarked no later than January 31st.

The Alabama Correctional Employee Support Fund, Inc. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status or any other status protected under local, state, or federal law, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

By submitting the application package and the attachments and submissions relating to the application, the applicant and his or her parent / legal guardian signing the application are certifying that the information submitted is true and correct and the applicant and his or her parent / legal guardian are agreeing to the scholarship conditions set forth below.

SCHOLARSHIP CONDITIONS

The terms and conditions on which the scholarships are to be made are as follows:

ACESF Scholarships

The amount of scholarships will be \$1,000 for undergraduate students, \$1,500 for graduate students and \$500 for previous award recipients.

Farguhar Memorial Scholarship

On an annual basis, the ACESF will award an educational scholarship titled the "Charles and Doris Farquhar Memorial Scholarship" to a most deserving individual, to be selected from among the qualified applicants for the given calendar year. The annual amount of this scholarship will be \$2,500.

Other Scholarships

Other miscellaneous educational scholarships may be awarded at the discretion of the ACESF Board.

Additional Conditions:

- The number of all scholarships awarded annually by the ACESF depends upon donations received.
- Applicants are restricted to receiving one (1) scholarship award per year.
- Scholarships funds will be transmitted directly to the educational institution for credit to the student's account at the institution.

In order for the scholarship funds to be received to the benefit of the scholarship recipient, the student must enroll on a full-time basis at the institution selected, which full-time status must be certified to by the institution. Failure to qualify as a full-time student will result in a rescission of the scholarship with the funds being returned from the institution to the ACESF. The only exception to this rule is for current active ADOC employees who may enroll on a part time basis; and except as determined by the ACESF on a nondiscriminatory basis, there will be no deferral of enrollment. Scholarships will not be awarded solely based on need, nor will need be a predominate basis upon which any determination is made.

*** IN ADDITION TO THE COMPLETED APPLICATION FORM, THE FOLLOWING ITEMS MUST BE SENT AS A HARD COPY TO ACESF**

Alabama Correctional Employee Support Fund
P.O. Box 2469
Montgomery, AL 36102-2469

1) Official Transcript -

- Your transcript may be sent to ACESF by you or your high school or college as long as it meets the criteria as an OFFICIAL transcript.
- An official transcript arrives in a sealed envelope with a school official's signature, OR a seal across the closure, OR, an official transcript has a raised seal, OR is printed on security paper. An official transcript is NOT: a printout from a website; a photocopy of a transcript; a summary of classes "in progress."

2) Test Scores - ONLY for Incoming Freshmen.

Enrolled undergraduate students should not send SAT/ACT scores. If the applicant was not required to take the SAT/ACT for his/her college of choice, note that explanation in the Comments box.

3) Recommendation Letters - Two recommendation letters are required. DO NOT send more than two letters.

- At least one recommendation letter must be from a teacher / supervisor within the last 12 calendar months.
- A recommendation letter from the applicant's parent is not acceptable.
- Recommendation letters are NOT letters of acceptance to college or receipt of other honors.

4) Essay - Written essay is required describing your personal career goals and how this scholarship would assist to meet your needs for a college education.

All required documentation must be postmarked by January 31st. Faxed or hand-delivered applications/documentation will NOT be accepted.

DO NOT send any additional materials. Resumes, certificates/honors, etc. will NOT be accepted.