



## SCHOLARSHIP GUIDELINES

1. Applicant must be a United States Citizen.
2. Applicant must have a GPA of 2.5 or better (C+ average) and claim a major in Business Administration or similar field of study.
3. A letter from the applicant must be submitted with the completed application conveying their concept of the function of an administrative professional and why they chose to study this field.
4. The applicant must select two people to complete the reference form attached.
5. The applicant may be asked for an interview with the scholarship selection committee.
6. A total of \$500 will be awarded for tuition and/or books based on financial need for one academic year (August to July), until the amount is expended.
7. Student must be enrolled in a minimum of 9 credit hours at a postsecondary education institution. Proof of enrollment must be provided prior to receipt of scholarship funds.
8. Application, letter, and reference form must be submitted to The BETA Group Scholarship Committee.
9. Applications submitted or received after the deadline will not be accepted.

**DEADLINE IS \_\_\_\_\_**

*Send applications to:*

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Education History

High School Attended: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY/STATE ZIP

Graduation Date: \_\_\_\_\_ Cumulative grade point average: \_\_\_\_\_

GED Certificate Yes  No  Date Received \_\_\_\_\_

Postsecondary Education History (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References

Please obtain two personal references (no family or friends) and list them below. Some examples include teachers, counselors, clergy, employers, or community member. Have each reference complete the attached Reference Form; submit completed forms with application.

Reference name (first and last) and phone number:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

*To the best of my knowledge the above information is correct. Applicant grants permission for release of financial and academic information.*

\_\_\_\_\_  
APPLICANT SIGNATURE

Date \_\_\_\_\_

\_\_\_\_\_  
GUARDIAN SIGNATURE IF APPLICANT UNDER 18

Date \_\_\_\_\_







## SCHOLARSHIP CHECKLIST

- ✓ Completed application
- ✓ Letter conveying concept of the function of an administrative professional and personal interest in this field of study
- ✓ Reference forms completed by two personal references
- ✓ Proof of enrollment (required for scholarship recipients)

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*Send applications to:*

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