

# **Christians Involved Together With Youth (C.I.T.Y.), Inc. Scholarship Standard Operating Procedures**

## **Purpose:**

The purpose of the C.I.T.Y. scholarship is to provide financial assistance for youth and young adults, who are financially needy, and who plan to attend a university, accredited college or other institution of higher learning.

## **Application Information:**

All inquires and applications for the C.I.T.Y. scholarship should be directed to:

Christians Involved Together With Youth (C.I.T.Y.), Inc.  
Attn: Scholarship Committee  
P. O. Box 4228  
Manassas, VA 20108  
(703) – 361 - 8107

## **Scholarship Application Information:**

- I. Scholarship awards:**
  - A. The C.I.T.Y. scholarship(s) will be awarded annually.
  - B. Scholarship awards will be made on or before June 1<sup>st</sup> of each year.
  - C. Scholarship recipients will be notified by letter.
  - D. A scholarship recipient shall receive a maximum of one (1) scholarship per award year.
  - E. A scholarship recipient shall be eligible to receive a maximum of four (4) scholarship awards providing that the applicant maintains satisfactory academic standards.
  
- II. Scholarship Application Process:**
  - A. All applications and supporting materials must be mailed to the address listed above and postmarked no later than May 1<sup>st</sup>. All applications and supporting materials will become the property of C.I.T.Y., Inc.
  - B. Scholarship applications and supporting materials received after May 1<sup>st</sup> shall be returned to the applicant.
  - C. Application and supporting materials shall include:
    1. A completed C.I.T.Y. Scholarship Application Form.
    2. An official copy of the school transcript and grade report from the school currently attending or most recently attended. The official transcript should list all grade points earned and academic course work completed to date.

3. A statement (roughly a page) prepared by the applicant that indicates personal qualities and development, your reason for selecting your major, and your career goals.
  4. A brief statement (about 200 words) prepared by the applicant that indicates how they plan to positively impact and supports their community upon completion of their education.
  5. Documentation of acceptance to institute of higher learning.
  6. Completed Financial Questionnaire.
  7. Documentation verifying the applicant has applied for scholarships to fund their education.
- D. All applicants (both new and renewal applicants) submitting a scholarship application and supporting materials are required to satisfy all application process requirements.

### **III. Educational Institution Classifications:**

- A. Eligible institutions of higher learning shall include any post-secondary institution requiring a high school diploma or Graduate Equivalent Degree (G.E.D.) for entry into the institution including:
1. Any public or private four (4) year accredited college or university.
  2. Any public or private two (2) year accredited college.
  3. Any public or private accredited Vocational-Technical College or Training Institution.

### **IV. Scholarship Award Disbursement:**

- A. Scholarship award money shall be deposited with the university, college or institution of higher learning, which the student is admitted, accepted and will attend.
- B. The award money is credited to an account in the individual's name to be drawn upon for:
1. Fees or charges required for tuition.
  2. Fees or charges for room and board while attending school.
  3. Expenses for textbooks, course work, lab fees and other materials as required by a course instructor (e.g. goggles, art/drawing supplies, glass slides, etc.) for required course assignments or projects.
- C. Scholarship awards are not transferable to another individual or institution and are forfeited by the recipient upon withdrawal from the institution where the scholarship award was disbursed, or upon failure to meet the institutions appropriate standards of academic achievement, conduct, or character.
- D. In the case of board certified medical physician's diagnosis of a chronic or acute illness or traumatic injury which intervenes in the ability or eligibility of a scholarship recipient to enter to continue academic studies at the university, college or institute of higher learning, the payment of

scholarship moneys may be suspended for a period of twelve (12) months. Upon resolution of the afore-mentioned issues, the scholarship recipient may resume receipt of funds without re-application.

- E. In the event a scholarship recipient's educational endeavors are interrupted during the period of scholarship award year, as a result of being called to active duty under Title 10 of the United States Code or National Guard Duty in State Status, the scholarship award money shall be held by C.I.T.Y. for a period of not more than twenty-four (24) months, unless the time for active duty is extended by the military authority.
- F. Any scholarship award recipient leaving the U.S. Armed Services or National Guard Duty must reapply for reinstatement of the scholarship moneys within ninety (90) days after severance from duty.

**V. Scholarship Selection Criteria:**

- A. The primary selection criterion for the C.I.T.Y. scholarship is the need for financial assistance by the applicant. Financial need is based upon the current total family income, family financial obligations, along with other scholarships and financial assistance available to the applicant. The maximum family allowable income is \$90,000.
- B. Scholarship recipients will be selected based upon previous academic performance (high school grades for college entrants and cumulative college grades point average and academic performance for college applicants). A minimum performance of a C grade (2.5 on 4.0 scale) is required for all scholarship recipients.
- C. The applicants' statement indications their selection of major and career goals.
- D. The applicants' statement indicating how they plan to positively impact and support their community upon completion of their education.
- E. Renewal applicants will be given first consideration for awards before new applications.