



Yokota Spouses' Club
2021 CONTINUING EDUCATION / SPOUSE SCHOLARSHIP
AWARD REGULATIONS

ELIGIBILITY/LIMITATIONS FOR SCHOLARSHIP AWARD

Applicant and sponsor must meet the following eligibility requirements:

1. Applicant must be a dependent of an active duty US military member (any service) or dependent of a SOFA-sponsored employee.
2. Sponsor must be assigned to Yokota Air Base, Japan.
3. Applicant must clearly state the type of degree on the application (i.e. Vocational, Associate, Bachelor, Graduate, etc) and have completed at least SIX semester hours toward the declared degree.

Dependents who do not meet the criteria above may request an eligibility determination by contacting the Scholarship Coordinator at yscscholarship@gmail.com.

The following applicants are **NOT** eligible for an award:

1. Anyone on a full-tuition scholarship
2. Anyone who accepts an appointment to a military service academy
3. Anyone who has received a Yokota Spouses' Club Scholarship in the past three years
4. Scholarship coordinator/co-coordinator and family members of scholarship coordinator/co-coordinator
5. Scholarship committee members and family members of scholarship committee members
6. Selection committee members and family members of selection committee members

CRITERIA FOR AWARD

1. Educational Information
2. Employment Information
3. Volunteer community service hours
4. Clubs and Activities
5. Leadership roles
6. Awards/Honors
7. Personal essay

SELECTION COMMITTEE

Scholarship applications shall be reviewed and judged by an independent panel who are not members of the Yokota Spouses' Club (YSC) and who are not family members of the applicant. Applicants will remain anonymous during the judging process. Decisions of the selection committee are final.

NUMBER AND AMOUNT OF AWARDS

Please be aware that not all applicants are awarded scholarship money. The YSC Governing Board will approve the total number of scholarships and amount of each scholarship based on funds available for the year, as well as the merit of the pool of applicants.

APPLICATION INSTRUCTIONS

The YSC and the Scholarship Committee are not responsible for lost or misdirected applications. Please make sure your application is complete. **Incomplete applications, or those received after the deadline will not be considered. Application must be RECEIVED by 11:59 p.m. March 15, 2021.** Applications can be submitted online at <https://www.yokotaspousesclub.com/scholarships.html> or you may coordinate an alternative via email: yscscholarship@gmail.com.

Applications must include **ALL** of the following:

1. Copy of sponsor's orders showing assignment to Yokota Air Base, Japan
***Dependents of civilians, include Letter of Employment/Duty Assignment or Letter of Authorization
***Note, if DEROS has been extended, please provide extension paperwork
2. Official document proving applicant's dependent status if not shown on sponsor's orders.
3. Official transcript from current or last school attended pertaining to declared degree.
4. Applicant Information Sheet with applicant and sponsor's signatures (Attached)
5. Activity Information Sheet (Attached)
6. Applicant Essay.

ESSAY QUESTION

Answer the following with a **ONE** page typed essay on an 8 ½ x 11 single-sided, single spaced page with one inch margins using Times New Roman 12 point font. Do not include any personal identifying information.

Each branch of the military has their own core values. What do you consider your core values? How have these values guided you through the challenges presented to your educational and/or career goals by the COVID-19 pandemic?

SUBMITTING APPLICATION

Application must be RECEIVED by 11:59 p.m. March 15, 2021.

Submit online through <https://www.yokotaspousesclub.com/scholarships.html>

[If you need an alternative submission option, please contact the scholarship coordinator at yscscholarship@gmail.com to arrange.]

AWARD RECIPIENT RESPONSIBILITIES

1. The scholarship must be used by the recipient at an accredited trade school, 2-4 year college, or university, during the fall semester of 2021 and/or spring semester of 2022.
2. The scholarship will be used to defray the cost of tuition and university sponsored room and board.
3. Recipients must submit to the Scholarship Coordinator a Use of Awards Agreement and Statement of Intent form no later than **September 30, 2021**. Use of Awards Agreements and Statement of Intent forms will be given to each recipient following the announcement of winners.
4. An official Verification of Enrollment letter from the educational institution's Registrar must be sent to the Scholarship Coordinator and received by **September 30, 2021**. Electronic verification through National Student Clearinghouse will also be accepted. Any fee associated with this service is the responsibility of the recipient.

5. The YSC Welfare Treasurer shall issue a check in the full amount of the scholarship payable to the educational institution that has verified the recipient's enrollment. The Scholarship Coordinator shall forward this check within one month of receiving all necessary information from the recipient and the educational institution.
6. Any scholarships not claimed by **September 30, 2021** will be forfeited.
7. Recipients who plan to attend only the spring 2022 semester must provide written intent of this to the Coordinator by September 30, 2021 and verification of enrollment by January 30, 2022.

QUESTIONS

Contact the scholarship coordinator at yscscholarship@gmail.com

PLEASE NOTE

Correspondence between the scholarship coordinator and applicant will be via e-mail. Please add yscscholarship@gmail.com to your safe list. It is the applicant's responsibility to notify the scholarship coordinator of a change in e-mail address. Notification will be sent once the application has been received and reviewed by the scholarship coordinator.

PLEASE KEEP AWARD REGULATIONS FOR YOUR RECORDS



Yokota Spouses' Club
2021 CONTINUING EDUCATION / SPOUSE SCHOLARSHIP
APPLICANT INFORMATION SHEET

PLEASE CHOOSE ONE: Continuing Education Applicant Spouse Applicant

This form must be used when applying for YSC scholarship awards. Only information recorded on this form will be considered. **DO NOT attach resumes or additional pages.** Fill in the information below and submit it along with all other scholarship application requirements described in the 2021 Continuing Education/Spouse Scholarship Award Regulations. Please type or handwrite neatly in ink. *Single-sided only* This information is required for record keeping purposes. It will not be submitted to the judges and will be destroyed after 2 years.

Applicant's Legal Name: _____

Nickname: _____ Date of Birth: _____

Mailing Address: _____

Phone: _____ Email: _____

Type of Degree (i.e. Vocational, Associate, Bachelor, etc): _____

Declared Major: _____ Credit hours completed toward this degree: _____

Sponsor's Legal Name: _____

Sponsor's Branch of Service: _____ Rank/Grade: _____

Sponsor's Organization: _____ Sponsor's Duty Phone: _____

Sponsor's Mailing Address (if different): _____

Sponsor's Home E-mail: _____

How did you hear about the YSC Scholarship? _____
 (i.e. from sponsor, family/friend, Facebook, YSC website, school counselor, flyer, etc)

SIGNATURES:

I hereby certify that I fully understand the eligibility requirements, selection criteria, and limitations of this scholarship. I agree that my signature on this form authorizes the YSC Scholarship Coordinator to release information regarding this application (including GPA, test scores, etc.) to the Scholarship Committee and Selection Committee members, as needed. I give permission to the Yokota Spouses' Club Scholarship Committee to verify all academic information with my school's student affairs representative. I certify that all information provided with this application is accurate to the best of my knowledge, and the essay is entirely of the applicant's own efforts.

 Applicant's Signature and Date

 Sponsor's Signature and Date

COMPLETED APPLICATIONS MUST BE RECEIVED BY MARCH 15, 2021



Yokota Spouses' Club
2021 CONTINUING EDUCATION / SPOUSE SCHOLARSHIP
ACTIVITY INFORMATION SHEET

PLEASE CHOOSE ONE: **Continuing Education Applicant** **Spouse Applicant**

This form must be used when applying for YSC scholarship awards. Only information recorded on this form will be considered. **Do not attach resumes or additional pages. Do not include information from high school.** Fill in the information below and submit it along with all other scholarship application requirements described in the 2021 Continuing Education/Spouse Award Regulations. Please type or handwrite neatly in ink. *Single-sided only, NO staples*

EDUCATIONAL INFORMATION. List schools attended after high school. List most recent school first.		
Education – Trade School, College, etc. (Name, City, State)	GPA	Dates Attended From Mo/Yr-To Mo/Yr
<i>e.g. University X, Nashville, TN</i>	<i>3.9</i>	<i>9/17-3/18</i>

EMPLOYMENT INFORMATION for the last five years. List most recent employment information first. Time spent as a stay at home parent can be included in this section.				
Job Title	Company (Name, City, State)	Contact Name/Number	Estimated hrs/week	Dates From Mo/Yr - To Mo/Yr
<i>e.g. Salesperson</i>	<i>Company X, Pearl City, Hawaii</i>	<i>John Smith/555-555-1212</i>	<i>20hr/wk</i>	<i>9/17-9/18</i>

Below, please list each activity only ONCE. Enter the position and hours in the field you choose to best represent your experience. For example, Scout Leader could be placed in either 'volunteer service', 'clubs and activities' or 'leadership'.

VOLUNTEER SERVICE. List volunteer work with service, religious and other community organizations. List most recent first.

Position/Title	Organization (Name, City, State)	Contact Name/Number	Estimated TOTAL Hrs	Dates From Mo/Yr – To Mo/Yr
<i>e.g. Committee Volunteer</i>	<i>Organization X, Yokota AB</i>	<i>Mary Jones/555-555-1212</i>	<i>10 hrs</i>	<i>5/18-7/18</i>
TOTAL VOLUNTEER SERVICE HOURS:				

CLUBS and ACTIVITIES. List clubs, activities, or self-improvement activities (e.g. school organizations, athletics, music lessons, religious studies). May be school or non-school related. List most recent first.

Club/Activity	Organization (Name, City, State)	Contact Name/Number	Dates From Mo/Yr – To Mo/Yr
<i>e.g. Soccer</i>	<i>Sports Team X, Honolulu, HI</i>	<i>Tom Brown/555-555-1212</i>	<i>9/18-11/18</i>

LEADERSHIP POSITIONS. List most recent leadership positions first. May be volunteer, school or work related.

Leadership Position	Organization or Company	Description of Leadership Position	Dates From Mo/Yr – To Mo/Yr
<i>e.g. Team Leader</i>	<i>Organization X</i>	<i>Lead Team with Sale Goals</i>	<i>6/17-6/18</i>

AWARDS/HONORS. List most recent awards/honors first. May be volunteer, school, or work related.			
Awards/Honors	Organization or Company	Description of Awards/Honor	Date(s)
<i>e.g. Highest Honor Roll</i>	<i>University X</i>	<i>Minimum GPA of 3.5 required.</i>	<i>8/18-12/18</i>

COMPLETED APPLICATIONS MUST BE RECEIVED BY MARCH 15, 2021



Yokota Spouses' Club
CONTINUING EDUCATION / SPOUSE SCHOLARSHIP 2021
APPLICATION CHECKLIST

- Copy of sponsor's orders showing assignment to Yokota Air Base, Japan
- Letter of Employment/Duty Assignment or Letter of Authorization (Civilians only)
- DEROS extension paperwork (if applicable)
- Paperwork proving applicant's dependent status, if not shown on orders
- Official transcript from current school or last school attended
- Applicant information sheet
- Activity Information sheet
- Essay
- You have not received a full-tuition scholarship
- You have not received an appointment to a military service academy
- Submit online through <https://www.yokotaspousesclub.com/scholarships.html>

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