

**South Carolina Association  
Of Extension  
Administrative Professionals**

**I. SCHOLARSHIP GUIDELINES**

- This scholarship is offered to anyone\* pursuing their initial associate or baccalaureate degree in the administrative office technology, accounting, business management, or business administration field.
- Applicant must have a "B" grade point average.
- All applicants will be considered regardless of race, sex, religion, age, or handicap.
- Applicant must be a resident of South Carolina.
- The applicant's privacy will be protected.

*\*Anyone means members of SCAEAP, their children, or individuals pursuing a career in the secretarial science, computer science or business management field.*

**I. DATA REGARDING APPLICANT**

**Name of Applicant**

\_\_\_\_\_

*Last*                                      *First*                                      *Middle*

**Residence** \_\_\_\_\_

*Street/PO Box*                                      *City/State*                                      *Zip*

**E-Mail Address** \_\_\_\_\_

**Father's Name** \_\_\_\_\_ **Occupation** \_\_\_\_\_

**Mother's Name** \_\_\_\_\_ **Occupation** \_\_\_\_\_

**Parents Address**

\_\_\_\_\_

*(If different from Applicant)*

**School Currently Attending** \_\_\_\_\_

**College/University Applicant Desires to Attend**

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**Degree Applicant Desires to Pursue:** *(Please circle one of the following)*

*Administrative Office Technology   Accounting   Business Management   Business Administration*

**II. ATTACHMENTS**

- **Certified record of high school or college grades. Must have seal or meet the school providing the transcript guidelines for being labeled an official transcript.**
- **Two Letters of recommendation. One from a high school teacher or college department head. One from other personal source that is not a relative (examples include: employer, guidance counselor, coach, etc.).**
- **List of extracurricular activities participated in during high school or college. Please include memberships in student societies, awards received, employment opportunities, etc.**
- **One-page essay stating applicant's need for scholarship and career goals. Must be typed in Times New Roman, 12-point font with double spacing and all margins set to 1 inch.**

**The above application is true and correct, and I intend to pursue a career in the secretarial science, computer science or business management field.**

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*Signature of Applicant*

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*Dated Submitted*

**III. DEADLINE:**

**Scholarship application and requested attachments must be postmarked no later than Friday, March 2, 2018. Applications must be mailed by the applicant to the scholarship chair. Application and attachments submitted to county Extension offices or emailed will not be considered.**

**Send application and attachments to:**

**Jina Scott-Phillips**

**64 Research Rd  
Blackville, SC 29817**