Belle Zeller Scholarship Trust Fund

c/o NYCCT Foundation • 16 Court Street, Suite 600 • Brooklyn, NY 11241
tel: 718.260.5651 • fax: 718.254.8524 • email: bzscholarship@citytech.cuny.edu

GENERAL INFORMATION – 2018-2019 Undergraduate Application

The Belle Zeller Scholarship Trust Fund was established in 1979 by the Professional Staff Congress/CUNY, the instructional staff union of The City University of New York. The scholarship honors the founding president of the PSC, Belle Zeller, Professor Emerita of Political Science at Brooklyn College, where she taught for over 40 years. This scholarship is intended to honor the unique qualities of Belle Zeller: the combination of social commitment and scholarship. The Fund is now an independent nonprofit organization.

1. The Trustees will review all applications and select those candidates to be interviewed. Finalists will be interviewed by the Trustees of the Belle Zeller Scholarship Trust Fund.

2. The number of scholarships shall be determined solely by the Trustees in accordance with their absolute discretion.

3. **Awards in the amount of 2,500 each will be paid twice yearly provided all of the conditions continue to be met by the recipient.**

4. All scholarships shall be renewable so that award winners may receive up to three annual awards, provided that they remain in active full-time registration, while maintaining their indexes, good character, and service.

5. Community College Belle Zeller Scholars will continue to receive awards if they transfer to four-year colleges within CUNY and continue to meet the criteria. They will be eligible to receive a total of three annual awards, which may be divided between the community colleges and the four-year colleges, so long as both are within CUNY. The Belle Zeller Fund will not pay for more than 120 credits from CUNY. If there is a break in attendance, other than summer recess, the Trustees shall determine the renewability of the award. A winner must use the award immediately. Awards cannot be deferred.

6. All applicants are entitled to equal consideration in terms of equal opportunity/affirmative action provisions in accordance with Internal Revenue Service stipulations.

7. Belle Zeller Scholars may be required to authorize the release of their college records to show proof of continuing full-time status.

8. Belle Zeller Scholars who do not abide by the terms of the stated conditions will forfeit their remaining benefits, including future renewal.

9. Note this is a merit scholarship and is not based on financial need.
ELIGIBILITY

1. Applicants shall have registered for the semester, and be in active full-time attendance, carrying at least 12-credits. Applicants at LaGuardia Community College must meet the LaGuardia definition of full-time student. (NOTE: Graduating seniors in Senior Colleges, are NOT eligible; graduating seniors from Community Colleges ARE eligible if they are transferring to four-year CUNY colleges and will be full-time student.) In order to be considered for an award you must be in full-time attendance as an undergraduate student at a campus of The City University of New York in the fall of 2017, (and the Spring of 2018) taking at least twelve (12) credits each semester.

2. Applicants shall be full-time CUNY undergraduate students, and shall have completed at least sixteen (16) credits at any branch of the City University of New York with a cumulative Grade Point Average (GPA) of 3.75 or better.

Applicants should show evidence of good character, and significant service to CUNY, the community, and/or their respective colleges by letters, and/or other documents.

CHECKLIST

The following documents are required: If we do not receive them, your application will not be considered:

1. Cover Sheet (page 1)
2. Application (pages 2-3)
3. Statement (page 4)
4. Fall 2017 Bursar’s Receipt
5. Official Transcript
6. Letters of Reference

NOTE: These documents must be presented in a single packet and post marked no later than December 23, 2017. Incomplete packets cannot be considered.

2018-2019 Application Year
Belle Zeller Scholarship Trust Fund

c/o NY CCT Foundation • 16 Court Street, Suite 600 • Brooklyn, NY 11241
Tel: 718.260.5651 • Fax: 718.254.8524 • email: bzscholarship@citytech.cuny.edu

INSTRUCTIONS

Send your completed application to: THE BELLE ZELLER SCHOLARSHIP TRUST FUND
C/O NY CCT FOUNDATION
16 Court Street, Suite 600
Brooklyn, New York 11241

Applications must be postmarked no later than December 23, 2017.

NO phone inquiries will be accepted. If you have any questions, please write to the Belle Zeller Scholarship Trust Fund, 16 Court Street, Suite 600; Brooklyn, NY 11241 or e-mail to bzscholarship@citytech.cuny.edu.

*Only typed applications will be considered. All others will not be evaluated.*

If you have earned 35 or more credits within the past 5 years from another institution (including other units of CUNY), you must provide us with official transcripts from each of those institutions.

A Fall 2017 Bursar’s receipt must accompany your completed application. Applicants who are called for an interview must bring with them a Spring 2018 bursar’s receipt showing proof of full-time enrollment, and an updated official transcript or official grade report that includes the grades for the Fall 2017 semester. Selected candidates must be available for an interview by the Board of Trustees.

Applicants selected for an interview will be notified of the Trustees’ decision by mail by June 30, 2018. The decision of the Trustees will be final. Four letters of evaluation must be submitted by responsible persons in leadership/ supervisory positions, who can attest to your scholarship, leadership, and social commitment as demonstrated by your contributions to your college, the University, and/or the community. You should select writers who are familiar with your qualities and who can comment in depth on your activities. Only four letters are required, but we suggest that you send five in case one is late or lost.

Two letters must be from your classroom instructors at the college you now attend, and must address your academic performance and contributions. Two letters must be from individuals in leadership or supervisory positions who have personal knowledge of your activities and can evaluate your leadership, service, and social commitment. The fifth letter, if you choose to submit it, may be from either of the above categories.

It is your responsibility to distribute copies of page 5 to your evaluators. These completed forms must be enclosed in sealed envelopes with the signature of the reference writer across the flap of each envelope. These letters must be included in your packet and should not be sent separately.

*This may be completed as an electronic application. If you already have Adobe Reader on your computer, you can fill it out on-line and then use the Print button to print a completed application. Please remember, though, that you CANNOT SAVE ANY CHANGES YOU MAKE TO THE FORM. If you are going to fill it out electronically, do it at one sitting to avoid creating extra work for yourself. If you do not have Adobe Reader on your computer, you can go to www.adobe.com and download a copy without charge. A Download Wizard will guide you through the installation. The application may also be typed, however hand-written applications will not be accepted.
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APPLICATION FORM 2018-2019

PLEASE TYPE ONLY

Directions: Complete all items. Omissions or incomplete responses will detract from your application. In sections II and III, the space provided may not be sufficient. In that case, use the back of the form or an additional sheet and indicate the number of the item to which the added information applies. Do not submit material unrelated to this form.

I. PERSONAL DATA:

Last name ___________________________ First ___________________________ Middle ____________

Address ___________________________________________________________ Zip Code ________________

Telephone Number __________________ Email Address ___________________________ CUNY First ID # __________

ACADEMIC INFORMATION:

High school _______________ Address ___________________________ Attendance Dates ____________

College ___________________ Address ___________________________ Attendance Dates ____________

What is your cumulative GPA as of FALL 2017? __________________

Official transcript(s) of your college record(s) must be included in your application packet.

II. EXTRA-CURRICULAR ACTIVITIES:

In this section, list only unpaid activities. Indicate if college credit was granted for these activities.

A. COLLEGE ACTIVITIES (If any):

Names of Activities: ____________________________________________________________

Your Specific Role (Include Leadership Positions and Dates) __________________________

__________________________________________
NAME OF APPLICANT ___________________________ COLLEGE ___________________________

B. OTHER ACTIVITIES: (Community, Religious, etc.). List only unpaid activities.

Name of Activity ________________________________________________________________

Your Specific Role and Dates of Activity, including leadership Posts:
____________________________________________________________________________
____________________________________________________________________________

III. AWARDS: ________________________________________________________________

IV. EMPLOYMENT RECORD: Include any paid activity in College as well as all outside employment.
List the jobs you have held, starting with the most recent:
____________________________________________________________________________
____________________________________________________________________________

It is your responsibility to obtain letters of evaluation (page 4), from four individuals in positions of leadership/supervision, who can attest to your scholarship, leadership, and social commitment as demonstrated by your contributions to the college, university, and/or community. Two letters must be from classroom instructors of the college you attend, and should evaluate your academic performance. The other two letters must be from individuals in leadership or supervisory positions who through personal, first-hand knowledge can evaluate your leadership, service, or social commitment. The fifth letter, if you choose to submit it, may be from either of the two categories above. These letters must be included in your packet.

LIST REFERENCE WRITERS:

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Personal Statement

APPLICANT’S STATEMENT: In a MAXIMUM OF 600 WORDS, write a personal statement discussing your interests, life experiences, goals and social commitment. If you prefer, you may staple your statement to this page rather than use this form. If you use a separate page, be sure to sign and date the Affirmation on the bottom of page 4. Your application cannot be considered if the Affirmation is not completed. Do not exceed the maximum length - LONGER STATEMENTS WILL NOT BE READ.

Make sure that any evidence of social commitment discussed in your personal statement also is listed in Section II of this application, and that is your most significant evidence of social commitment, is evaluated by your reference writers.

Statement below: You may attach an additional sheet if needed

AFFIRMATION: I affirm that, to the best of my knowledge, all information and statements provided in this application form are complete and accurate. I also agree to supply all academic records and other supporting materials requested by the trustees of the fund, and I understand that failure to do so will disqualify me from further consideration for a scholarship. I understand that failure to register for, and complete a full-time course of study at CUNY will forfeit my scholarship. I further understand that any false or misleading information or statements will disqualify me from further consideration for a scholarship. Note: The statement must have an original or electronic signature.

SIGNED: ___________________________ DATE: ___________________________

2018-2019 Application Year
CUNY First ID # _______________

LETTER OF EVALUATION

TO THE APPLICANT:

I ___________________________ from ___________________________ hereby request
(Name of Applicant) (College)

________________________________ to complete a Letter of Evaluation for me on this form.
(Name of Evaluator, fill in after printing)

NOTE: I am aware of the rights afforded me by the Federal Educational Rights and Privacy Act of 1974, as
amended, and hereby waive my rights to examine the contents of this letter, provided that it is used
solely for the purposes for which it was requested. IF YOU DO NOT CHOOSE TO WAIVE YOUR
RIGHT, DO NOT SIGN THIS WAIVER.

________________________________
(Applicant's Signature) (Date)

TO THE EVALUATOR: Your letter must be enclosed in a sealed envelope with your signature on the
flap and returned to the applicant in time to be submitted before the December 23, 2017 deadline
Failure to meet this deadline may make this student ineligible for a scholarship. If the student does not sign
the waiver statement, this letter may not be confidential.

Please type your evaluation of the above named student identifying his/her contributions to the college,
university and/or community, referring to one or more categories: a. Scholarship, b. Leadership, c.
Character, Service, e. Social commitment. If you use your own letterhead, PLEASE STAPLE IT TO THIS
FORM.

________________________________
(Signature and Title of Evaluator) (Area) Telephone Number

________________________________
(College or Institution) (Name of Evaluator - please print)

2018-2019 Application Year
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2018-2019 Application Year
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FORM.

________________________________________  __________________________________

(Signature and Title of Evaluator)                                   (Area) Telephone Number

________________________________________  __________________________________

(College or Institution)                                      (Name of Evaluator - please print)
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College ____________________________

Name of candidate ____________________________ Cumulative GPA ____________________________

CUNY First ID # ____________________________ Credits ____________________________

Home address ____________________________ Major ____________________________

_____________________________ Expected date of degree ____________________________

Telephone: (Home) ____________________________ Date of birth ____________________________

(Work) ____________________________ E-mail address ____________________________ (Cell) ____________________________

_____________________________

FOR OFFICE USE ONLY: CREDENTIALS CHECKLIST

Application ________ Statement ________

Transcript: ________ Letters of Reference: (1) ________ (2) ________

Bursar’s Receipt: ________ (3) ________ (4) ____________________ (5)
2018-2019 Application Year