

# **Administration & Finance Division**

## **Employee and Student Employee Scholarship Awards**

These scholarships are awarded once a year and are intended to help with educational expenses.

### **\*\*\* Employee Scholarship Award \$750.00 \*\*\***

#### **Employee Qualifications:**

- work a minimum of 30 hours per week (year round) in the A & F Division
- be a permanent employee
- be a matriculated student at SJSU
- cannot receive the A & F Division Scholarship for two consecutive years
- have a minimum GPA of 3.0.

### **\*\*\* Student Employee Scholarship \$500.00 \*\*\***

#### **Student Employee Qualifications:**

- be currently employed by a department in the A & F Division
- have worked in the A & F Division for at least the previous two semesters
- be a matriculated student at SJSU
- cannot receive the A & F Division Scholarship for two consecutive years
- have a minimum GPA of 3.0.

**DEADLINE DATE FOR APPLICATIONS IS APRIL 13, 2018**

Scholarships are awarded at the beginning of the Fall Semester to enrolled students via their mysjsu account



# Administration & Finance Division Employee and Student Employee Scholarship Awards

## Application Essay Instructions

Thank you for your interest in the Administration & Finance Division Scholarships. Below is the criterion to be included in your application essay which is limited to 500 words. Please include your full name and SJSU ID number on all materials that you submit.

***Deadline date for application is April 13, 2018***

### Employee Applicant:

- How do your studies relate to your current position at SJSU
- How will the classes/degree enhance your career goals
- How does your course of study contribute to the Administration & Finance Division's [vision and goal statement](#).

### Student Employee Applicant:

- Describe how your work experience in the Administration & Finance Division has enhanced your career choices and/or demonstrated the goals within the Administration & Finance Division's [vision and goal statement](#).

Your application must include a signed & dated letter (on department letterhead) from your manager/supervisor confirming your department of employment in the A & F Division and the number of hours per week you work.

***Submit application and letter (soft copies preferred) to the Financial Aid/Scholarship office:*** [anthony.bettencourt@sjsu.edu](mailto:anthony.bettencourt@sjsu.edu)

**Send hard copies to:**  
Anthony Bettencourt  
Financial Aid & Scholarship Office – 0036

