

## 2013/2014 CSA Staff Scholarship Application

Scholarships will be awarded based upon meeting the eligibility requirements, required essay responses submitted with this application form, and availability of funds. Scholarships will be in payment toward tuition and must be used during the award period. **Deadline: March 15, 2013 by 4:30 pm. This application allows you to be considered for the CSA Staff Scholarship.**

### Eligibility Requirements

- A. MSUM Staff member (classified staff only)
  - 1. Enrolled in a minimum of three (3) credits per semester
  - 2. Cumulative grade point of 2.5 or higher after the fall semester of 2012
  - 3. Must be admitted as a degree seeking student
- B. Dependents of staff member (Upperclass)
  - 1. Enrolled in a minimum of six (6) credits per semester
  - 2. Must be 26 years of age or younger
  - 3. Cumulative grade point of 2.5 or higher after the fall semester of 2012
  - 4. Must be admitted as a degree seeking student
- C. Dependents of staff member (In-Coming Freshman)
  - 1. Must be admitted as a degree seeking student by March 15, 2013
  - 2. Enrolled in a minimum of six (6) credits per semester
  - 3. Minimum composite ACT test score of 21 with class rank in the top 50%
- D. Spouse of Staff member
  - 1. Enrolled in a minimum of three (3) credits per semester
  - 2. Cumulative grade point of 2.5 or higher after the fall semester of 2012
  - 3. Must be admitted as a degree seeking student
- E. Dependent of Staff member who has retired or is on disability who has had at least ten years of service or who has died during their tenure of service. Must meet eligibility requirements of B or C above.

### Applicant Information

Last Name	First Name	Middle Initial	Dragon ID
Home Address/City/State		Zip Code	
Campus or Local Address		E-mail Address	
Home Phone		Cell Number	
Name/Relationship to MSUM Staff _____			

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Date

**\*My signature above allows the CSA scholarship committee to verify my GPA with the Registrar's Office as part of the application.**

## Required Written Responses

Only **complete** applications received by the deadline date will be considered.

\*Please complete and attach the following to this application.

1. A typed list of offices you have held and activities in which you have participated (please include school and community organizations, work experience, volunteer work, etc.). Indicate the extent of your involvement, number of hours, etc.

Below your list of activities, describe in 50-100 words how participation in one of these activities/events has helped to prepare you for higher education.

2. A typed 200-300 word response to the following question: As an educated citizen, what do you see as your responsibilities to your community, your country, and/or your world?

\* **Please also read, complete, sign, and date the Permissions and Understanding document on page 3 of this application packet.**

## Awarding Procedures

Applications submitted will initially be reviewed for meeting all eligibility requirements and having all required documents. **The applicant will not be considered:**

- A. If they do not meet any of the eligibility requirements
- B. If any of the required documents are missing or incomplete
- C. If the application is received after the deadline date of March 15, 2013 by 4:30pm.

Applicant assessment and selection process:

1. Each CSA Scholarship Committee member will rank each of the two responses from 0-5, based on content, writing quality and how well the applicant addressed the question.
2. The two scores for each applicant are added together.
3. An average of the committee members' scores are taken for each applicant.
4. Scholarships will be awarded at different levels based upon applicants' scores and funds available.
5. Each applicant will be notified by letter whether they have or have not been selected for a scholarship.

No CSA Scholarship Committee member will evaluate and score any application submitted by a relative. In the event that an application is not reviewed by all of the Committee members, the score will be determined by an average of the remaining Committee members' scores.

If you have any questions, please contact: Ginny Bachmann at 477-2478 or 4072, or email [ginny.bachmann@mnstate.edu](mailto:ginny.bachmann@mnstate.edu).

**Please return completed application materials to:** Sumi Lehman, MSUM, PO Box 90, Moorhead, MN 56563 or Office of Scholarship and Financial Aid, Owens 107.

**Deadline: March 15, 2013 by 4:30 pm**



## **2013/2014 CSA Staff Scholarship Application Permissions and Understanding Statement**

Please read carefully, and check the box that indicates your preferences.

Please print your name, sign, and date this form, and attach it to your scholarship application packet.

Thank you.

If I am awarded a CSA scholarship, I give CSA permission to publish my name on the CSA website.

If I am awarded a CSA scholarship, I give CSA permission to publish my name and:

- a. if a MSUM employee, my department or office.
- b. if a relative of a MSUM employee, the name of my relative and my relationship to that person.

I prefer not to have my name published on the CSA website.

---

Printed Name

---

Signature

Date