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 – AY 2020-2021 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 the Belle Zeller Scholarship is a merit scholarship and is not based on financial need.

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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 2019, (and the Spring of 2020) 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.

3. The award is based on outstanding academic achievement, noteworthy social commitment as measured by service to the university and other communities, and character. The applicant should keep these criteria in mind when preparing the application, and in the selection of evaluators.

4. 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 2019 Bursar's Receipt
5. Official Transcript
6. Four Letters of Reference(Minimum)

NOTE: These documents must be presented in a single packet and post marked no later than March 6, 2020. Incomplete packets cannot be considered.

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INSTRUCTIONS

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

Applications must be postmarked no later than **March 6, 2020.**

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 2019 Bursar's receipt must accompany your completed application. Applicants who are called for an interview must bring with them a Spring 2020 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 2019 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, 2020 .** 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**.**

Applicants are advised to approach potential recommender's a minimum of six weeks in advance of the application due date.

***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 2020-2021

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 **2019?**

_____

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) _____

_____

CUNY First ID # _____

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:

NAME	TITLE	INSTITUTION
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____
(4) _____	_____	_____
(5) _____ (optional)	_____	_____

CUNY First ID # _____

Name of Applicant _____College _____

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: _____

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 March 6, 2020 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)

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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)