**General Information/Criteria:**

* The Langley Spouses’ Club (LSC) awards scholarships to military spouses who satisfy the eligibility criteria specified below. Scholarships are awarded in accordance with the LSC Scholarship Committee Guidelines.
* Selection criteria may include all or some of the following:
1. Academic Achievement
2. Work Experience
3. Community/Volunteer Activities
4. Leadership Roles
5. Personal/Educational Goals
6. Essay
* Awards are granted without regard to race, gender, ethnicity, religion, or disability.
* **The applicant is responsible for gathering and submitting all necessary information and official documents.**
* **Applications must be postmarked no later than 23 February 2019.**  *No other delivery method will be accepted (i.e. hand-delivered, e-mailed, or faxed).* Incomplete packets will be deemed ineligible. Please retain a copy of all documents; application packets will not be returned.
* Applicants will be notified in writing if a scholarship has been awarded.
* Please e-mail questions and/or concerns to LangleySCScholarships@gmail.com

**Eligibility:**

* Applicants must be high school graduates or equivalent and plan to attend an accredited college or university during the 2018-2019 academic school year.
* The applicant must be the non-military spouse (or widow/widower) of one of the following:
	1. Active duty member of the U.S. Armed Forces stationed at Langley AFB.
	2. Active duty reservist of the U.S. Armed Forces stationed at Langley AFB as of 1 January 2018.
	3. Active duty member of the U.S. Armed Forces on a remote assignment from Langley AFB.
	4. Guard member of the U.S. Armed Forces attached to Langley AFB.
	5. Retired or deceased Air Force member residing in the local area.
* Applicants accepting full college/university scholarships may not accept an LSC Scholarship.
* Applicant may not have previously won an LSC spouse award.
* The Scholarship Committee members, including essay judges, and their dependents are *not* eligible to apply for this scholarship.

**Limitations:**

* Scholarship funds are to be used within the 2019-2020 academic year for undergraduate studies.
* All funds received shall be applied to tuition and/or associated university costsadministered by an accredited college or university. These costs may include room and board, books, and various fees pertaining to active participation in an academic setting.
* LSC Scholarship funds **may not** be applied towards penalties or disenrollment fees. Should an applicant incur such fees, it will be his or her responsibility to cover the costs associated with. Should the LSC funds be used in such a case, we reserve the right to request repayment of funds.
* Payment of scholarship awards will be made directly to the selected school. The recipient **must** provide the Scholarship Committee with the name and address of the school the recipient will attend. This information must be received by 12 July 2019**.** Failure to provide this information will result in the scholarship being considered unclaimed and the funds will be reverted to the LSC Scholarship fund.
* The scholarship award, when combined with other scholarships, must not exceed the cost of attendance (to include tuition, room and board, books, and fees) for the academic year. Any remaining funds must be returned to the LSC Scholarship Committee as soon as possible.
* Applicants accepting an appointment to a military service academy or a full scholarship become ineligible for this award. Upon notification of such awards, the LSC scholarship will be forfeited.
* Applicants accepting a scholarship from another military officers’/enlisted spouses’ organization become ineligible for this scholarship.

KEEP THIS SHEET FOR YOUR RECORDS

**Application Instructions:**

1. **Print legibly in black ink or type,** using only available spaces on this form. Do not use back of form.
2. Mail the completed application and any supporting documents to LSC Scholarships, P.O. Box 65665, Langley AFB, VA 23665. Your complete packet must be postmarked no later than 23 February 2019.

**Application Completion:**

**This application becomes complete and valid only when all of the pages listed below are delivered. All materials must be submitted at the same time.** Each page of the application must include the last four digits of the applicant’s SSN. Copy only the pages indicated and attach. Do not staple your documents. If you wish to bind your documents, please use a paperclip. Submit your application in the following order:

* Personal Data Sheet
* Copy of orders listing Langley AFB as the gaining base. *Please blackout the social security number.*
* **Two (2) copies** of the Essay written by the applicant on one of the following topics (select one):

“What advice would you give your younger self if you could go back in time?”

Or

“Describe your most meaningful achievement and how it has impacted your life today.”

* + Type essay on 8½” x 11” white bond paper, double-spaced, 400-500 words in length. Place your SSN (Last 4 ONLY) in the upper right corner and word count at the end of the essay. Please do not use your name, position, or other identifiers in the essay.
	+ Judging criteria includes: originality, mechanics, technical, vocabulary, organization, and overall impression of the essay.
* **Two (2) copies** of Résumé. Your résumé should contain: past education, current GPA, awards/honors, work experience, volunteer hours, community activities, leadership roles/recognition, etc. Place your SSN (Last 4 ONLY) in the upper right corner of your résumé. Please do not use your name or other identifiers.
* Unofficial copies of high school and/or college transcripts.
* Certification Letter

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| Privacy Act Statement |
| **AUTHORITY:** 10 U.S.C., chapter 40; 37 U.S.C., chapter 9; EO 9397, November 1943**PRINCIPLE PURPOSES**: To facilitate award of scholarship funds to education centers.**ROUTINE USES**: Information may be disclosed to federal, state and local education institutions for the purpose of allocating awards to scholarship recipient accounts; and the LSC Scholarship Committee and subcommittees for accounting purposes. **DISCLOSURE:** Disclosure of the SSN is voluntary. *However, this form will not be processed without your SSN since education institutions use your SSN as a student identifier for scholarship and accounting purposes.* |

## PERSONAL DATA SHEET

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| --- |
| APPLICANT’S INFORMATION |
| NAME (last, first, middle) |
| Applicant’s Social Security Number (SSN): |
| Street Address:  |  |
| City/State: | Applicant’s ID Card Expiration Date:  |
| ZIP: |  |
| Home Phone Number: | Other/Cell Phone (optional):  |
| E-mail address: |
| **SPONSOR’S INFORMATION** |
| Sponsor’s Eligibility Category: (Check One)Active Duty \_\_\_\_\_ Remote Active Duty \_\_\_\_\_ AD Reservist\_\_\_\_\_ Guard\_\_\_\_\_ Retired \_\_\_\_\_ Deceased \_\_\_\_\_  |
| Sponsor’s Name  | Rank/Grade & Branch of Service |
| Sponsor’s Organization | Sponsor’s Social Security Number (SSN) |
| Organization Address | Duty Phone Number: |
| Current Mailing Address (if different from applicant) | E-mail Address: |
| Home Phone Number | Sponsor’s ID Card Expiration Date |

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| --- |
| **CERTIFICATION LETTER** |

I further certify that should I accept a Langley Spouses’ Club (LSC) Scholarship Award, I will abide by the following conditions:

1. Scholarship funds are to be used within the 2019-2020 academic year for undergraduate studies.
2. All funds received shall be applied to tuition and/or associated university costsadministered by an accredited college or university. These costs may include books, fees, room or board. However, these funds may not be used for penalties or disenrollment fees.
3. As a scholarship recipient, I must provide the name and address of the school I will attend for the 2019-2020 academic year to the scholarship committee **NLT 12 July 2019.**
4. I will have until 12 July 2019 to complete and sign a notice/acceptance of award, which will be mailed with the check to the school of my choice. In failing to do so, I will forfeit the award.
5. The scholarship award, when combined with other scholarships, must not exceed the cost of attendance; to include tuition, fees, books, room and board for the academic year. Any remaining funds must be returned to the LSC Scholarship Committee as soon as possible.
6. If I accept an appointment to a military service academy or a full scholarship, I will be ineligible for this LSC scholarship award.
7. If I accept a scholarship from another military officers’ /enlisted spouses’ organization, I will be ineligible for this LSC scholarship.
8. I have not accepted another LSC scholarship.
9. I am a responsible citizen in good standing with my school and in the community.
10. It is my responsibility to notify the LSC Scholarship Committee of any change of status (i.e. change of school, change in address, change of enrollment status, etc.) Failure to do so may result in the forfeiture of my scholarship award.
11. Unclaimed funds as of 12 July 2019 revert to the LSC Scholarship Fund.
12. If any of the above conditions are violated, scholarship funds must be returned to the LSC Scholarship Fund.

I agree that my signature on this form will authorize the LSC Scholarship Chair to release this application, as well as any information included in my application packet to the Scholarship Committee on an as needed basis.

I certify that all information in this application is accurate to the best of my knowledge, and the essay is entirely my own effort.

**APPLICANT’S NAME:**

Printed **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**SPONSOR’S NAME:**

Printed **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_**