**Johnson City Community Education Foundation**

**GUIDELINES & INFORMATION FOR Student ScholarshipS**

**Purpose**

To provide support funding for deserving students who wish to continue their post-secondary education in two-year, four-year and technical school programs.

**General Information**

Applications may be submitted by Senior students who have expressed interest in enrolling in a post-secondary educational program.

**Student Criteria and Information**

1. The student must be enrolled in LBJ High School in Johnson City, Texas;

2. The student must be post-secondary school bound;

3. The student must complete the JCCEF application form in its entirety and the required essay;

4. The student must provide a current certified transcript of high school credits and achievement test scores;

5. The student must distribute Teacher Reference forms to three (3) teachers and retrieve the forms sealed in individual envelopes with the teacher signature across the back flap; and

6. The student must submit all required documents to the LBJ High School Counselor in the provided mailer with completed coversheet attached on or before the designated due date in April.

**7. The student should retain a copy of the application for his/her records – applications will not be returned.**

**Application and Award Procedures**

1. The LBJ High School Counselor will forward the application packet to the JCCEF.

2. The JCCEF Scholarship Selection Committee will evaluate and rank each application.

3. Finalists will be notified of the date and time for an interview with the JCCEF Board of Directors.

4. Each finalist will appear in some manner before the Board, give a re-cap of his/her achievements and answer questions from Directors.

5. Scholarship recipients will be announced at the LBJ High School Scholarship Ceremony.

6. Scholarship recipients will be requested to provide a photo to be used by the JCCEF for publicity purposes only.

7. Scholarship funds will be paid directly to the designated school after verification of enrollment is provided to the Board Treasurer.

8. Scholarship recipients will be invited to assist with preparations and attend the JCCEF Gala the Spring following their graduation year, if they are available to do so based on their school schedules.