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**TABLE OF CONTENTS**

1. **Instructions for Completing Application**
2. **Award Information and Eligibility**
3. **Applicant Information**
4. **Education/Schooling**
5. **Essays**
6. **Letters of Recommendation**
7. **Photo**
8. **Applicant Declaration Signature**
9. **Parent Declaration Signature**
10. **FAWCO Declaration Signature**

 **K. Checklist**

1. **Instructions for Completing the Non-University and Technical Training (NUTT) Certificate Award Application**
2. Download the application packet. (There are 11 sections (A-K). Before you begin, we suggest you read the [Application Timeline and Tips](https://www.fawcofoundation.org/images/2-2016_Tips_for_Writing_a_Successful_Application.pdf) article that can be found on the Foundation website.
3. Read through the entire application first so that you know what is needed.
4. Gather the necessary information needed to complete the application. Include **only requested** documents (i.e. Do not include videos or other unsolicited information).
* *Before each application is sent for review, all identifying information will be removed so that the application evaluations are unbiased.*
1. Complete the application in black ink/black type.
2. Review and edit the application.
3. Go over the checklist!
4. Be sure that you have **ALL THREE SIGNATURES** that are needed.
5. Convert application to a Rich-Text-Format file (.rtf)
6. Zip all documents together in a WinZip or similar file.
* *Label as follows: 2023, first and last name, award category (ex. 2023janesmithNUTT)*
1. Save a copy of the application for your records.
2. Send the application to the FAWCO Foundation Education Awards (EA) Administrator, Shelly Schoeneshoefer, at awards@fawcofoundation.org. You will receive email confirmation indicating that the application has been received.
3. **Deadline for submissions is January 27, 2023.**

If you have further questions, contact the EA Administrator: awards@fawcofoundation.org

The Process:

* The EA Administrator will review all applications for completeness. Late or incomplete applications will not be considered.
* The Award Selection Committees will review all applications and select a recipient.
* The award recipient will be announced at the FAWCO Conference in March 2023.
* The award recipient will receive notification via email from the EA Administrator shortly thereafter. Results will be posted on the FAWCO Foundation website following the recipient announcements.
* The award funds will be disbursed once the recipient has completed and signed the Statement of Agreement provided by The FAWCO Foundation and has returned it with official proof of enrollment in the proposed program. Enrollment is defined as having paid tuition and fees, not simply registering.

**B: Award Information and Eligibility**

**Non-University and Technical Training (NUTT) Certificate Award**

For an individual enrolled in a training program or a course of study at a trade school, either of which will conclude with a vocational certification.

NUTT Certificate Award Guideline**s**

* The award is for study during the 2023-2024 academic year.
* The course of study for the award must begin by February 1, 2024.
* Applicants may apply for **only one** Foundation award per year.
* Previous Foundation award recipients may not reapply. Dual Cultural recipients, however, are eligible to apply for this award.

 Applicant must:

* have a parent who is a FAWCO or FAUSA member in good standing. The parent must have been a member for a minimum of 16 months as of application deadline. **(i.e. September 27, 2021)**.
* be between the ages of 17 and 27 at the application deadline (January 27, 2023).
* have at least one full academic year remaining in their studies.

**C: Applicant Information**

 **1. Personal Information:**

● Name:

● Home address:

● Telephone:

● E-mail address:

● Date of birth:

● Place of birth (city, country):

● Countries of citizenship:

● Name of FAWCO parent:

● Parent’s FAWCO Affiliation - please specify club, FAUSA or Individual Member:

● Exact date parent joined a FAWCO Club, FAUSA or became an Individual Member:

 **3. Prior Applications:**

1. I have previously applied for a FAWCO Foundation Education Award ☐  YES    ☐  NO
2. If, **YES,** indicate award and year applied:

**D: Education/Schooling**

**1. Secondary School Diploma / Certificate**

Give the name and address of the secondary school from which you have received or expect to receive a diploma or certification. Do not translate the name of the school or certificate.

| **Name of School** | **Address of School****(City, Country)** | **Dates Attended** | **Certification and****Date received/expected** |
| --- | --- | --- | --- |
|       |       |       |       |

1. **Secondary Schools**

***\*\* This section is not required for applicants who have already graduated from secondary school and/or are studying in university.***

Beginning with the most recent, please list the names, addresses and dates of attendance of any other secondary schools.

| **Name of School** | **Address of School****(City, Country)** | **Dates****Attended** | **Certification and****Date received/expected** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

1. **Post-Secondary Education**

Beginning with the most recent, please list the names, addresses and dates for institution(s) of higher learning attended.

| **Name of Institution** | **Address of School****(City, Country)** | **Dates****Attended** | **Degree and****Date received/expected** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
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1. **Plan of Study for 2023–2024**
	1. Please list the names and addresses of institutions to which you have applied
	2. Date that planned study program will begin
	3. Total estimated expenses for 2023/2024 (in US Dollars)

| **Name of Institution** | **Address of Institution****(City, Country)** | **Planned Field of Study** | **Start Date** | **Estimated Cost** |
| --- | --- | --- | --- | --- |
|       |       |       |  |  |
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 **5. Academic Accomplishments**

Using an 11-point font, in one page or less, briefly list and describe any academic achievements\* or recognition you have received, such as:

* Honor Roll
* National Merit
* Scholarships
* Academic competitions - Science Fairs, Spelling Bees, Math Competitions, Speech or Debate Tournaments, etc.

\*If your school does not give awards for academic achievement, please note this.

 *Type or insert your list and description of Academic Achievements on this page.*

 **6. Non-Academic Accomplishments/Activities**

Using an 11-point font, in one page or less, briefly list and describe any non-academic activities and accomplishments such as:

* Extracurricular, community, religious or family activities
* Hobbies and special interests
* Pursuits such as music, drama, sports, etc...
* Leadership positions
* Work experience, paid or volunteer
* Non-scholastic honors or recognition

*Type or insert your list and description of Non-Academic Activities on this page.*

 **7. Transcripts**

* Include the transcripts from the last four semesters you were in school. A gap year does not count as time enrolled in school.
* Your transcripts must be in English with an explanation of your school’s grading system or grade equivalents (i.e., 10=A+, etc.).
* Your transcripts **do not** need to be officially stamped or notarized.
* Scan and attach your transcripts on the following pages. You may add pages to the application.

*Insert your transcripts here.*

**E: Essays**

Since The FAWCO Foundation is unable to conduct personal interviews, ***two essays*** are required. These essays are designed to enable the Awards Committee to learn more about you, the applicant. The essays should reflect your own ideas and opinions and not those of a relative, friend or counselor.

Each essay must:

* Be typed or inserted in this application in an **11-point font**.
* NOT exceed the limit of 200-words**.**
* Concentrate on the designated topic. Essays that do not will not be considered.

**Essay One:** **Proposed Plan of Study (200-word maximum)**

This essay should describe:

* Your major field of study and why you chose this field
* Your proposed course of study

*Type or insert Proposed Plan for Study Essay text here.*

**Essay Two: Biographical essay (200-word maximum)**

Please write about one of the following topics:

* A significant experience in your life
* An activity or interest that has been particularly meaningful to you
* A school, community or world event to which you have had a strong reaction

*Type or insert Biographical Essay text here.*

**F: Letters of Recommendation**

* 1. Two signed letters of recommendation must be emailed **DIRECTLY** to the EA Administrator at awards@fawcofoundation.org.

Please take time in choosing those who will write your letters of recommendation. They should be people who know you well. Be sure to explain that it is **very important** that they describe your character and qualities and why you are deserving of this award.

Please note:

* At least one of these letters should come from a teacher
* The letters **may not** be written by a relative
	1. Letters must be in English or accompanied by an English translation. They must be signed electronically or printed, signed, scanned and emailed to the EA Administrator directly as a pdf file (not as a jpeg) labeled as follows:2023, applicant’s first and last name, award category *(ex. 2023janesmithNUTT).*
	2. We advise you to request letters early as teachers/professionals need ample lead time to respond. Late or unsigned letters will not be accepted. Deadline for Letters of Recommendation is **January 27, 2023**.

**G: Photo**

* Submit a recent full-face color photo.
* If you are the recipient, the photo will be used for the awards presentation at the FAWCO Conference in March 2023. So smile!

*Insert photo here.*

**H: Applicant Declaration Signature** (To be completed by the applicant)

I declare that:

* To the best of my knowledge, all the information in this application is factually correct.
* The requested essays have been written by me, without assistance from any other person.
* I have not previously received any Academic Award from The FAWCO Foundation.
* I am the child of a FAWCO or FAUSA member in good standing.
* I am not a child of a FAWCO, FAWCO Foundation or FAUSA current or prospective Board member.

*Insert scanned image of applicant’s signature here or add electronic signature as an attachment.*

Date of application (MONTH/DAY/YEAR):

**I: Parent Declaration Signature** (To be completed by the applicant's parent)

Name of applicant’s parent:

Date:

I declare that:

* I am a FAWCO or FAUSA member in good standing.
* I have been, or will have been, a member for at least 16 months as of January 27, 2023.

*Insert scanned image of parent’s signature here or add electronic signature as an attachment.*

**J: FAWCO Declaration Signature** (To be completed by the Club FAWCO Rep, Club President, FAWCO President or FAUSA President)

Name of FAWCO Representative, Club President, FAWCO President or FAUSA President:

Date:

I verify that this application has been completed correctly. I affirm that the information regarding the applicant’s parent is correct:

Name of applicant’s parent:

Parent’s FAWCO Affiliation:

Parent has been a FAWCO or FAUSA member for at least 16 months:

☐ Yes

☐ No

*Insert scanned image of signature here or add electronic signature as an attachment.*

**K: Application Checklist**

 Completed Application should include:

☐ A. Instructions

☐ B. Award Information and Eligibility

☐ C. Applicant Personal Information

☐ D. Education

 School Records

 Academic Accomplishments

 Non-Academic Activities

 Transcripts

☐ E. Essays

 Proposed Plan of Study

 Biographical

☐ F. Letters of Recommendation (2)

☐ G. Photo

☐ H. Applicant Declaration Signature

☐ I. Parent Declaration Signature

☐ J. FAWCO Declaration Signature

**ARE ALL THE DECLARATIONS SIGNED?**