



# CJCOA

**Central Jersey Code Officials Association**



## **CJCOA SCHOLARSHIP APPLICATION INSTRUCTIONS**

The purpose of the scholarship is to provide tuition assistance of \$1,200.00 to a student who is attending an accredited institution of higher education or a vocational training school.

### Eligibility & Selection Criteria for Applicants:

- A child or grandchild of an active CJCOA member in good standing (the “Sponsoring Member”).
- A registered student at an accredited institution of higher education or vocational training with a cumulative grade point average of 2.75 or better at the time of application.

### Application Process:

- **Submit a complete, typewritten award application package to [CJCOAScholarships@gmail.com](mailto:CJCOAScholarships@gmail.com) by November 1<sup>st</sup> of the application year. Late or partial applications will not be accepted.**
- The application package must include:
  - Completed application form available at <https://www.cjcoa.org/scholarships>.
  - Copy of the applicant’s high school diploma or equivalency (GED).
  - Current college/training school transcripts (unofficial versions are acceptable).
  - Recommendation letter from a teacher, advisor, or employer.
  - Short essay outlining the applicant’s future goals and how the award will be used to meet those goals.
- The CJCOA Scholarship Committee will review and evaluate all award applications and choose **TWO** qualified recipients.
- The recipient will be notified in December. The funds will be granted for the spring semester.
- Questions concerning the application and award process should be emailed to [CJCOAScholarships@gmail.com](mailto:CJCOAScholarships@gmail.com).

# CJCOA SCHOLARSHIP APPLICATION FORM

1) Full Name of Applicant: \_\_\_\_\_

2) Street Address, City, State, Zip Code:

\_\_\_\_\_

3) Home Phone: \_\_\_\_\_

4) Cell Phone: \_\_\_\_\_

5) Email Address: \_\_\_\_\_

6) Birth Date: \_\_\_\_\_

7) College/Training School Name and Address:

\_\_\_\_\_

8) Name and Contact Information for Recommendation Letter (phone and/or email):

\_\_\_\_\_

9) Name and Contact Information for the Sponsoring Member (phone and/or email):

\_\_\_\_\_

Required attachments (see instructions for details):

- High School Diploma or GED
- Recommendation Letter
- College/Training School Transcripts
- Personal Essay
- Transcript Release Form

I affirm that the information provided in this application is true and complete to the best of my knowledge. I understand that if any of the information provided herein is knowingly false and/or inaccurate, I am subject to disqualification and will be ineligible for any award. I consent to verification of the information contained in my application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# TRANSCRIPT REQUEST FORM

The below named institution has my permission to release my official transcript to the Scholarship Committee of the Central Jersey Code Officials Association ("CJCOA").

College/Training School: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

## INSTRUCTIONS

College/training school officials are requested to send a copy of this student's official transcripts to the CJCOA Scholarship Committee in PDF form to [CJCOAScholarships@gmail.com](mailto:CJCOAScholarships@gmail.com) or via mail to:

CJCOA Scholarship Committee  
PO Box 892  
West Windsor, NJ 08550

Transcripts must be received by the Scholarship Committee on or before November 15<sup>th</sup> of the current calendar year. The following information should be provided on the transcript or in an accompanying letter or email:

- School name & address
- Accrediting body of the school
- Student's name & address
- Student's dates of attendance
- Student's cumulative grade point average