



CJCOA

Central Jersey Code Officials Association



CJCOA SCHOLARSHIP APPLICATION INSTRUCTIONS

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

Eligibility & Selection Criteria for Applicants:

- A child, grandchild, or other qualified referral of an active CJCOA member in good standing (the “Sponsoring Member”).
- A registered student at a vocational training school or accredited institution of higher education 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 by November 1st 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/giving-back>.
 - 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. An award of \$1,500 will be granted to the top applicant and \$1,000 will be granted to the first runner-up. Preference will be given to applicants pursuing careers that contribute to the mission of CJCOA such as architecture, building science, engineering, firefighting, or any building trades.
- 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.

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 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 15th 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