



Office of Student Administrative Services
Emerson College
120 Boylston Street
Boston, MA 02116-4624
(617) 824-8655 phone
www.emerson.edu/financial_services

April 6, 2009

Dear Student,

Student Financial Services is pleased to announce the 2009-2010 Emerson Community Leadership Scholarship application is now available. The Emerson College Community Leadership Scholarship recognizes juniors and seniors with strong academic records who participate in extra curricular and leadership activities while at Emerson. Candidates will be judged on their scholarly accomplishment and potential, their statement of financial need, and their participation in extracurricular activities that contribute to the College community. The scholarship is a non-renewable award of up to \$10,000 for the 2009-2010 academic year.

To be considered for this opportunity applicants must:

- Currently be enrolled in a full time matriculated undergraduate program and will be considered a full time matriculated junior or senior during the 2009-2010 academic year.
- Demonstrate outstanding accomplishments and contributions in terms of community service, talent, and leadership directly benefiting the College community.
- Have a cumulative GPA of 3.5 or greater at the end of spring semester 2009.
- Have completed three or more semesters of study at Emerson College as of the end of spring 2009.
- Be free and clear of disciplinary status and in good financial and social standing with the College.
- Special Note: applicants with existing merit awards are not eligible to receive Emerson funds exceeding the standard full time tuition rate.

If you believe that you are eligible to apply for this award, please review the application procedure listed on the back of this letter. The deadline for application submission is *May 5, 2009, 5p.m.* Late or incomplete applications will not be considered.

If you have further questions, please contact me at Michelle_Smith@emerson.edu.

Sincerely,

Michelle Smith
Director of Student Administrative Services



Emerson College Community Leadership Scholarship

Application Procedure:

A completed application for the Emerson College Community Leadership Scholarship must include the following items:

1. Completed application form
2. A short personal statement describing:
 - a. Your scholarly accomplishments and your participation in extracurricular activities which as a whole contribute to the College. If you have several activities and accomplishments the essay should describe what you feel is your most meaningful contribution/accomplishment.
 - b. How your activity/accomplishment shaped you, how it will have a lasting impact on Emerson College, and how others can/will build upon and benefit from your contribution/accomplishment .
- C. What kind of impact this scholarship will have on your financial situation.

This statement must not exceed 1,000 words in length and should be written in as simple and direct a manner as possible. It should be set in a 12-point typeface. Candidates should give very careful thought to the preparation of their essay.

3. A succinct pertinent list of principal activities and honors in college (including prizes, scholarships, offices held, extracurricular interests, and other substantial activities) including dates. This must not exceed two pages in length, and should be set in 12 point typeface.

4. One letter of recommendation. Using the recommendation request form found with the application, you should secure a letter of recommendation from an approved person who can affirm your positive involvement in the community. Be sure to request the letter of recommendation as soon as possible, well in advance of the deadline. Applications with a missing or late letter of recommendation will not be considered.

The Director of Student Administrative Services must receive all application materials on or before the deadline. Late or incomplete applications will not be accepted. You may check the status of your scholarship application via the financial aid system at www.emerson.edu/finaid. Even if you do not apply for need based financial aid, your scholarship application will be entered onto this site. Click on the "Check your financial aid application status" link on the right hand side of the webpage.

The Emerson College Scholarship Committee will consider applications and recommend candidates for selection. Winners will be announced mid-June.



Emerson College Community Leadership Scholarship Application
Deadline for Submission: May 5, 2009 at 5 p.m.

Full Name: _____

Emerson ID#: _____ Date of Graduation: _____

Address During Summer: _____

Telephone: _____ Email: _____

Name and Telephone of Recommender: _____

The recommendation must be from a faculty member, advisor, activity director, or other person who can affirm your positive involvement in the community. Reference letters from students or family members are *not* acceptable.

By signing and dating below, I give permission for my pertinent academic, financial, and student records to be reviewed by the scholarship committee for the purpose of determining eligibility for this scholarship.

Applicant Signature and Date

Application, letter of recommendation, and recommendation form must be mailed to Michelle Smith, Director of Student Administrative Services, 120 Boylston Street, Boston, MA 02116 or dropped off at the Student Service Center, 80 Boylston, to the attention of Michelle Smith. **Faxes and emails will not be accepted.**



Emerson College Community Leadership Scholarship

Request for Letter of Recommendation

Part 1 – To Be Completed by Applicant:

Name of Applicant

Name and Telephone
of Recommender

Please distribute this form to the person you have asked to submit a letter of recommendation on your behalf. Under the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), which gives students the right to inspect and review their educational records, students may waive their right to see specific statements and letters of evaluation. Please check ONE of the boxes below:

- I hereby waive my right of access to the letter of recommendation written on my behalf for application of the scholarship and authorize the reference to provide a candid evaluation and all relevant information to the scholarship committee.
- I do NOT waive my right of access to the letter of recommendation written on my behalf for application of the scholarship.

Applicant Signature

Date

Part 2 - Instructions for the Recommender completing this form:

The student named above is an applicant for the Emerson College Community Leadership Scholarship. The scholarship committee would be grateful if you would provide a candid statement regarding the applicant's scholarly accomplishments and/or their participation in extracurricular activities which make a direct and positive contribution to the College community.

Submit this form along with your recommendation by May 5, 2009 at 5 p.m. (EST) to:

Michelle Smith, Director of Student Administrative Services either by mail (U.S. or campus) or delivered directly to the Student Service Center. Do not email.