



## 2017 Scholarship Application

**Application RECEIPT Deadline: April 28, 2017**

Several scholarship opportunities are available through the Texas Builders Foundation (refer to “Texas Builders Foundation Scholarship Guidebook”).

**Apply by completing this general application. The Foundation will match your application to the scholarship opportunity for which you are qualified.**

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### Application Instructions

**IMPORTANT NOTE: Read and follow all instructions carefully. Applications that do not comply with these instructions may be disqualified. All applications must be typed or legibly handwritten and completed in full.**

#### Completing the Application

**Complete the auto-fill application (below in this document).** Save this application to your computer, complete the auto-fill application, save and print. Or, you may print out the application and complete in legible writing. Submit the completed application and required documentation in one large envelope to:

Texas Builders Foundation  
Attn: Scholarship Application  
313 East 12<sup>th</sup> Street, Suite 210  
Austin, TX 78701

**The application and the required documents must be submitted together in one envelope, or the application may be ineligible for consideration.**



## Eligibility Requirements

1. The applicant must be enrolled as a full time student for the fall semester as: a student in a Texas technical/trade school or community college/university that offers a building trade certification; or a construction science, management, engineering or related degree, and have at least one full academic year of course work remaining following the award of the scholarship.
2. The applicant must be pursuing a construction related trade certification or construction/engineering degree.
3. If the applicant is in high school, they must be enrolled in a dual credit program with a Texas technical/trade school or community college/university and working toward a construction related trade certification or construction/engineering degree.
4. The applicant must demonstrate an interest in obtaining employment in the construction industry or a construction related field upon graduation.
5. Preference will be given to:
  - a. Applicants who are legal residents of Texas.
  - b. Students who plan to join Texas' construction workforce.
6. All portions of the application must be completed and submitted as one package. It is the responsibility of the applicant to ensure that all portions of the application are **received** by the deadline. Applications received after the April 28, 2017 deadline may not be considered.

## Selection Criteria

Applicants are evaluated using the following criteria:

- Career goals
- Financial need
- Academic achievement
- Employment history
- Recommendations
- Extracurricular activities

## Award Information

1. Individual scholarships will be awarded for the fall semester.
2. The application **RECEIPT** deadline is April 28, 2017.
3. Awards will be announced by May 31, 2017.
4. Applications will be reviewed by the Scholarship Committee and recommendations will be made to the Board of Trustees of the Texas Builders Foundation.
5. The Board of Trustees of the Texas Builders Foundation may request interviews with the applicants who are finalists for the scholarship awards.
6. Scholarships are distributed through the Texas Builders Foundation, and checks are made payable to and mailed directly to the school in which the student is enrolled for the fall semester.
7. Students may apply for additional scholarships for subsequent semesters until graduation. The award of an initial scholarship does not guarantee the award of an additional scholarship to the student.
8. Second semester awards are contingent upon the student maintaining full time status and good academic standing.
9. All selection decisions are final and are not subject to appeal.
10. Applications and supporting documents become the sole property of the Texas Builders Foundation and will not be returned.



## **Application**

1. Signature of applicant is required on page 11.
2. Application may be typed or legibly handwritten.
3. Answer all questions. Confine your responses to the space provided. Do not submit additional materials unless instructed. Extra pages or materials such as resumes, certificates or newspaper clippings will not be read or considered in the award process.
4. The Financial Information section is an important part of your application. Answer all questions; incomplete information may lower your score. If you are not sure how to answer a question, call the Texas Builders Foundation at (512) 476-6346 for assistance.
5. If using the auto-fill feature, save the application to your computer, complete the auto-fill application, save and print.

## **Transcript and Course Requirements**

1. An official transcript from each school you have attended, from high school forward, is required.
2. Transcripts must include a cumulative GPA. If your transcript does not show a cumulative GPA, a school official must provide you with confirmation of this information on school letterhead with his/her signature.
3. High school seniors must also show class ranking.
4. If course work and grades from a previously attended school are included on your current school's transcript, you do not need to submit a separate transcript from the previous school.
5. If you have completed more than four (4) semesters of college/university work, you are not required to submit an official high school transcript.
6. Include course schedule provided to you by the school.

## **Recommendations**

1. Three (3) letters of recommendation must be submitted with your application. You must include a letter from:
  - a. An academic instructor
  - b. A current or former employer (high school students can submit two [2] letters from academic instructors in lieu of a professional recommendation)
  - c. A person who can vouch for your personal character
2. Allow at least two (2) weeks for individuals to complete your recommendations.
3. Each recommendation letter should be sealed in an envelope with the recommender's signature written across the seal and returned directly to the applicant for inclusion in the application.  
**NOTE:** Applications with fewer than three (3) recommendations will not be considered.  
**NOTE:** Recommenders cannot be immediate family members.

## **Receipt Deadline**

All materials must be received in one large envelope by April 28, 2017. Applications must include original signatures and will not be accepted via email or facsimile (FAX). Recommendation letters in their sealed envelopes and official transcripts must be included with the original application. Incomplete applications or applications received after the deadline may not be considered.

**All selection decisions are final and are not subject to appeal. Applications and supporting documents become the sole property of the Texas Builders Foundation and will not be returned.**



**Personal Information**

Name \_\_\_\_\_  
Last First Middle

Permanent Home Address \_\_\_\_\_

City, ST, ZIP \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Address While at School \_\_\_\_\_  
(if different from Home)

City, ST, ZIP \_\_\_\_\_

Cell phone ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth (m/d/yr) \_\_\_\_\_

Have you previously applied for a Texas Builders Foundation Scholarship?  Yes  No

If "Yes," year(s) applied for \_\_\_\_\_

Have you previously been awarded a Texas Builders Foundation Scholarship?  Yes  No

If "Yes," year(s) awarded \_\_\_\_\_

**School Information**

School you will attend in the fall \_\_\_\_\_

Address, City, ST of campus location \_\_\_\_\_

Technical School  Trade School  Community College  University

In high school and will be enrolled in a dual credits program with a Texas technical/trade school or community college/university.

Name of High School: \_\_\_\_\_

Address, City, ST of campus location \_\_\_\_\_

Are you currently enrolled in this/these school(s)?  Yes  No

If "No," have you been accepted?  Yes  No





**Awards, Honors and Activities**

List any academic awards or honors you have received:

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List any student, community, volunteer or other activities in which you have participated, along with the names of any offices you have held.

**Activity/Organization                      Role/Position Held                      Dates (from/to)                      Hours/Wk**

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**Employment History**

List all employment and construction related experience (include part-time jobs, internships, etc.).  
Use an additional sheet if necessary.

**Dates (from/to)** \_\_\_\_\_ **Company** \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Responsibilities \_\_\_\_\_

**Dates (from/to)** \_\_\_\_\_ **Company** \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Responsibilities \_\_\_\_\_

**Dates (from/to)** \_\_\_\_\_ **Company** \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Responsibilities \_\_\_\_\_



## Essay

Describe your previous experience (academic, vocational/work), aspirations and potential as a professional in the construction industry with a minimum of 125 words/maximum of 250 words. Please type or print legibly.



## Financial Information

Fill out this section completely. Incomplete applications may be disqualified. This information will remain confidential to representatives or agents of the Texas Builders Foundation who are necessary to the awarding of scholarships.

Yes  No Are you married? (Answer "Yes" if you are separated but not divorced.)

Yes  No Do you have children who receive more than half their support from you?

Yes  No Do you have dependents other than your children or spouse who live with you and receive more than half of their support from you?

Yes  No Are you an orphan or are/were you a ward/dependent of the court?

Yes  No Are you a Veteran of the U.S. Armed Forces?

- If you answered "Yes" to ANY of these questions, for the purposes of this application your status is **independent**.
- If you answered "No" to ALL of the questions, for the purposes of this application your status is **dependent**.

If you are **independent status**, complete this section based on the previous year:

Your occupation \_\_\_\_\_ Total Annual Income \_\_\_ \$ \_\_\_\_\_

Spouse's occupation \_\_\_\_\_ Total Annual Income \_\_\_ \$ \_\_\_\_\_

Number of people in your household supported by income reported above \_\_\_\_\_

Number of persons including yourself attending college next year who are supported by income reported above \_\_\_\_\_

If you are **dependent status**, complete this section based on the previous year:

Name(s) of  parent(s) or  guardian \_\_\_\_\_

Father/Guardian occupation \_\_\_\_\_ Total Annual Income \_\_\_ \$ \_\_\_\_\_

Mother/Guardian) occupation \_\_\_\_\_ Total Annual Income \_\_\_ \$ \_\_\_\_\_

Number of people in your household supported by income reported above \_\_\_\_\_

Number of persons including yourself attending college next year who are supported by income reported above \_\_\_\_\_

Applicant's Total Annual Income \$ \_\_\_\_\_





**Applicant** must provide the following information regarding your school expenses:

School you will attend in the fall \_\_\_\_\_

Address, City, ST of campus \_\_\_\_\_

Will you be a full time student?       Yes       No

\$ \_\_\_\_\_      Cost of tuition for school semester

\$ \_\_\_\_\_      Cost of books and fees for school semester

\$ \_\_\_\_\_      Estimated living expenses (if living outside of parent/guardian home)

\$ \_\_\_\_\_      Amount of other grants or scholarships received for semester

\$ \_\_\_\_\_      Amount provided by other sources (gifts, family support) for semester

\$ \_\_\_\_\_      Amount of funding from federal student loans for semester

\$ \_\_\_\_\_      Total current loan debt incurred to finance your education

Provide any additional information you consider relevant to your financial need for scholarship. Please type or print legibly.



## Applicant Certification and Release of Information

### Applicant must read and sign to be eligible for consideration.

- I certify that all information on this application is true and complete to the best of my knowledge.
- I certify that I meet all eligibility requirements as specified in this application and the accompanying instructions.
- I acknowledge the policy of confidentiality regarding my letters of recommendation, and
  - I waive my rights of access to my letters of recommendation.
  - I do not waive my rights of access to my letters of recommendation.
- I hereby authorize the Texas Builders Foundation to verify the correctness of statements to appraise this application.
- I hereby authorize the Texas Builders Foundation to utilize information about and from my application for public relations purposes, publicity or other fundraising or scholarship opportunities.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's printed name \_\_\_\_\_

## Application Checklist

Do not staple, bind or paper clip your application materials.

**Application package must be received by April 28, 2017 at:**

Texas Builders Foundation  
ATTN: Scholarship Application  
313 East 12<sup>th</sup> Street, Suite 210  
Austin, TX 78701

**Enclose all of the following items in your application package. Incomplete or late applications may not be considered.**

- \_\_\_\_\_ Application fully completed, typed and signed. No extra pages or attachments unless otherwise specified.
- \_\_\_\_\_ Essay typed or legibly handwritten.
- \_\_\_\_\_ Official School transcript(s).
- \_\_\_\_\_ Course schedule.
- \_\_\_\_\_ Three (3) Letters of Recommendation in sealed envelopes with the recommender's signature written across the seal.

If you have questions, please contact the Texas Builders Foundation at:  
info@TexasBuildersFoundation.org or (512) 476-6346

