

NAAHP SCHOLARSHIP FUND POLICIES AND PROCEDURES

1. CRITERIA OF NAAHP SCHOLARSHIP:

The aim of the scholarship fund is to provide financial support for Haitian/Haitian -American students who are incoming freshman, undergraduate, or graduate students in schools located across the United States.

The application will be open on March 1, 2016 and the Deadline will be 5:00 p.m. EST on May 15, 2016.

Applicants must submit a complete application by the deadline date. Unfinished applications **will not** be processed. **NO exceptions will be granted.**

The successful applicant will be awarded with a **\$1,000 scholarship**. Once a scholarship amount is awarded, it will not be increased from the original amount approved.

Qualifications Include:

- Applicant must be enrolled in an accredited university, 2- or 4-year college
- Applicants must be in an undergraduate or graduate program
- Full-time and part-time students, excluding non-credit courses, may apply
- Full-time status is 12+ credits (semester) and 6+ credits (term)
- Part-time status is 6+ credits (semester)
- Be of Haitian descent
- High school or college transcript showing continued academic progress, which must show a minimum cumulative GPA of 3.2 on a 4.0 scale, is required.
- Applicant must be a U.S. citizen, a legal permanent resident, or on a student visa. The program is only open to legal residents of the 50 United States.

2. APPLICATION PROCESS

The NAAHP scholarship will be granted to students based on, but not limited to, the following

- Submit Essay in Proper Format
 - Essay Question 1: Tell us about a situation when you had to overcome barriers and demonstrated leadership to achieve a goal.
 - Essays must be typed; Times New Roman style font; 12 point font size; Double-spaced), no more than two pages.
- Successful candidates will demonstrate their desire and ability to overcome barriers and to achieve their goals. Your application will be evaluated on your:
 - 1- Individual determination to succeed
 - 2- Future goals and plans to achieve them
 - 3- Ability to communicate the hardships you have overcome or currently face
 - 4- Self motivation in completing challenging coursework
 - 5- Demonstrated need for financial assistance

- Letters of Recommendation
 - Two (2) letters of recommendation, at least one must be from a professor.
- One-Page resume
- When available, applicants must submit verification of enrollment from their academic institution, reflecting the semester for which they have enrolled. This statement must also include the number of credit hours, full-time/part-time status, and the tuition amount with the list of other scholarships or grants already applied to defray the costs.

Please Note: All documents must be submitted with the following format: Last Name, First Name (File Name)

For Example: Doe, John Resume or Doe, John Essay 1

3. SELECTION PROCESS

The selection process will be conducted anonymously by the Scholarship Committee team and overseen by the Executive Board of NAAHP.

Students will be notified by e-mail that they have been awarded or denied. This decision is final.

- a. Awarded students are required to write thank-you letters to specified donors in the time allotted.
 - I.* Thank You letter must be typed, signed, and at least one page in length in 12 point font.
 - II.* Thank You letter must be mailed to The National Alliance for the Advancement of Haitian Professionals.
 - III.* The names of the donors will be listed on the award letter so that the student can address the thank you letter accordingly.
 - ❖ Awarded students must submit their biography and professional headshot which will be used for promotion.
- b. Disbursement: Award payments will only be made payable to educational institutions after a bill from the Bursar or Registrar has been submitted.
 - I.* All checks will be mailed to the Financial Aid Office of the recipient's academic institution after NAAHP receives thank you letters. There are no exceptions to this rule.
 - II.* Scholarship recipients who withdraw or drop out of school for any reason, other than a medical discharge from a doctor, are accountable to repay their award in full.
 - III.* Any changes in academic or personal status require written notification to The National Alliance for the Advancement of Haitian Professionals immediately. Failure to do so may result in a termination of the scholarship award. This includes academic changes from full-time/part-time status, change in tuition amount, and/or change in school being attended.
 - IV.* Personal changes include: mailing address, marital status, and/or change in name.
 - V.* The National Alliance for the Advancement of Haitian Professionals reserves the right to grant or deny a scholarship on the basis of the stated "Policies and Procedures," according to decisions made by the Executive Committee, or for any reason that we deem necessary.

PLEASE NOTE:

All documents received will become property of *The National Alliance for the Advancement of Haitian Professionals* and will have your permission for review.

Financial assistance is provided through charitable donations from private donors. The amount and number of awards (for each deadline) may be subject to change.

For more information or concerns please contact *The National Alliance for the Advancement of Haitian Professionals* at scholarship@naahpusa.org