



## CONTINUING EDUCATION/SPOUSE SCHOLARSHIP 2024 AWARD REGULATIONS

### PLEASE CHOOSE ONE

Continuing Education Dependent Applicant

Spouse Applicant

### ELIGIBILITY/LIMITATIONS FOR SCHOLARSHIP AWARD

Applicant and sponsor must meet the following eligibility requirements:

1. Applicants must have a high school diploma, homeschool affiliated diploma, or GED.
2. Applicants must be a dependent with a current identification and privilege card. Please do not include a copy of the card.
3. The sponsor of the applicant must meet ONE of the following eligibility requirements:
  - Active duty U.S. Military member currently assigned or attached to Luke AFB
  - Active duty U.S. Military member on a remote assignment from Luke AFB
  - Retired U.S. Military member residing in the Luke AFB area
  - Full time Arizona National Guard member residing in the Luke AFB area
  - U.S. Military Reserve member attached to, or residing in the, Luke AFB area
  - Deceased U.S. Military member with applicant residing in the Luke AFB area

The following applicants are NOT eligible for an award:

1. Anyone who has previously been selected for an LSC scholarship award
2. Anyone on a full scholarship
3. Selection Committee Members or their family members
4. LSC Scholarship Committee Members or their family members

### CRITERIA FOR AWARD

Scholarship award shall be based upon the following criteria:

1. Community Service/Work Experience - 35%
2. Essay - 30%
3. Future Goals - 25%
4. Personal Achievements - 10%

### APPLICATION INSTRUCTIONS

The LSC and the Scholarship Committee are not responsible for lost or misdirected applications. It is the applicant's responsibility to make sure their application is complete. **Incomplete applications, or those received after the deadline will not be considered. It is the applicant's responsibility to ensure that the application is complete prior to submission. Application must be RECEIVED by February 15, 2024.**

Applications must include **ALL** of the following:

1. Copy of sponsor's military orders showing assignment to Luke AFB or retirement paperwork (DD 214)
2. Official military document, such as DEERS enrollment, proving applicant's dependent status if not shown on sponsor's military orders or DD214
3. Proof of residency (example: copy of utility bill with home address)
4. Officially sealed transcript from current school or last school attended
5. 2 Letters of recommendation from teacher, counselor, employer, community member or service professional, etc. (family/friend references not accepted)
6. Applicant Information Sheet (Attached)
7. Activity Information Sheet (Attached)
8. Applicant Essay. Type a two page essay on an 8 ½ x 11 single-sided, double spaced page with one inch margins using Times New Roman 12 point font. Essays exceeding more than two pages will not be accepted.

## **ESSAY QUESTION**

The Luke Spouses' Club motto is "Be the change. Make a difference." We believe that no matter who you are or what your circumstances happen to be, you have the power needed to be the change that makes a difference in yourself and your community. Explain how you plan to be the change that makes a difference in your world.

## **SUBMIT APPLICATION**

**Mail to:** Attn: Scholarship Chair  
Luke Spouses' Club  
P.O. BOX 1959  
Litchfield Park, AZ 85340

**Or hand deliver to:** Luke AFB Thrift Shop Manager, 7092 N 138th Avenue, Glendale AZ (Wed/Fri 1000-1400 & First Sat 0900-1300)

**Application must be received by February 15, 2024.**

## **NUMBER AND AMOUNT OF AWARDS**

The LSC Scholarship Committee will approve the total number of scholarships and total amount awarded.

## **SELECTION COMMITTEE**

The Selection Committee is an outside, independent group and has no affiliation with Luke AFB or the Luke Spouses' Club. Decisions of the Selection Committee are final.

## **AWARD RECIPIENT RESPONSIBILITIES**

1. The scholarship must be used by the recipient enrolled in at least 6 credit hours at an accredited college or university, to include Master's and PhD level programs, during the fall semester of 2024 and/or spring semester of 2025.
2. The scholarship may be used for the payment of tuition, books, room and board, and any other. Recipients must submit, to the Scholarship Chair, the Statement of Intent & Use of Awards Agreement form no later than September 15, 2024. Use of Statement of Intent & Use of Awards form will be given to each recipient following the announcement of winners.
3. An official Enrollment Verification from the educational institution's Registrar must be sent to the Scholarship Chair and received by September 15, 2024. Electronic verification through the National Student Clearinghouse will also be accepted. Any fee associated with this service is the responsibility of the recipient.
4. The LSC Treasurer shall issue a check in the full amount of the scholarship payable to the school after the Statement of Intent & Use of Awards and verification is received.
5. Any scholarships not claimed by September 15, 2024 will be forfeited.
6. Recipients who plan to attend only the Spring 2025 semester must provide written intent of this to the Scholarship Coordinator by September 15, 2024 and verification of enrollment by January 30, 2025.

## **QUESTIONS**

Contact the Scholarship Chair at [lukescscholarships@gmail.com](mailto:lukescscholarships@gmail.com)



## CONTINUING EDUCATION/SPOUSE SCHOLARSHIP APPLICATION 2024 APPLICANT INFORMATION SHEET

**This form must be used when applying for LSC scholarship awards.** Only information recorded on this form will be considered. Do not attach resumes or additional pages. Fill in the information below and submit it along with all other scholarship application requirements described in the 2024 Continuing Education/Spouse Scholarship Award Regulations. Please print or type.

### **STUDENT STATUS:**

Please choose your intended student status for the Fall 2024/Spring 2025 semesters:

- Full-Time (12+ credit hours)
- Half-Time (6-11 credit hours)

### **APPLICANT'S INFORMATION**

Applicant's Legal Name: \_\_\_\_\_

Nickname: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date High School was completed or date GED received: \_\_\_\_\_

Colleges to which you are applying (indicate acceptance, if applicable): \_\_\_\_\_

\_\_\_\_\_

### **SPONSOR'S INFORMATION**

Sponsor's Legal Name: \_\_\_\_\_

Sponsor's Branch of Service: \_\_\_\_\_ Rank/Grade: \_\_\_\_\_

Sponsor's Unit and Duty Station: \_\_\_\_\_ Duty Phone: \_\_\_\_\_

Mailing Address (if different from applicant): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home E-mail: \_\_\_\_\_

Eligibility Category (Circle One):    Active Duty    Retired    Reserve/National Guard    Deceased



**CONTINUING EDUCATION/SPOUSE SCHOLARSHIP APPLICATION  
2024 ACTIVITY INFORMATION SHEET**

**This form must be used when applying for LSC scholarship awards.** Only information recorded on this form will be considered. Do not attach resumes or additional pages. Fill in the information below and submit it along with all other scholarship application requirements described in the 2024 Continuing Education/Spouse Scholarship Award Regulations. Please print or type.

**EDUCATIONAL INFORMATION.** List the most recent school first.

Education – College, High School, Home School affiliation, GED, etc.	GPA	Dates Attended

**EMPLOYMENT INFORMATION.** List the most recent employment information first. Time spent as a stay at home parent can be included in this section.

Job Title	Company	Contact Name/Number	Estimated Hours/Week	Dates

**COMMUNITY: VOLUNTEER SERVICE** List **non-school** related volunteer work with service, religious and other community organizations. List most recent first.

Position/Title	Organization	Contact Name/Number	Estimated Total Hours	Dates

**COMMUNITY: CLUB/ACTIVITIES and SELF-IMPROVEMENT ACTIVITIES.** List **non-school related** clubs, activities, or self-improvement activities (e.g. athletics, music lessons, art classes, religious studies). List most recent first.

Position/Title	Organization	Contact Name/Number	Estimated Total Hours	Dates

**LEADERSHIP POSITIONS.** List most recent leadership positions first.

Leadership Position	Organization or Company	Description of Leadership Position	Dates

**AWARDS/HONORS.** List most recent awards/honors first.

Award/Honor	Organization or Company	Description of Award/Honor	Date

I agree that my signature on this form authorizes the LSC Scholarship Chair to release information regarding this application (including GPA, transcripts, etc) to the Scholarship Committee and Selection Committee members, as needed. I certify that all information provided with this application is accurate to the best of my knowledge, and the essay is entirely the applicant's own effort.

**APPLICANT:**

Printed Name: \_\_\_\_\_

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

**SPONSOR:**

Printed Name: \_\_\_\_\_

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

**COMPLETED APPLICATIONS MUST BE RECEIVED BY FEBRUARY 15, 2024**

**PHOTO RELEASE:**

If I am selected for a scholarship, I hereby grant permission to the Luke Spouses' Club to use photographs of me taken at the Scholarship Reception Dinner in publications, news releases, online, and in other communications related to the mission of the Luke Spouses' Club.

Printed Name: \_\_\_\_\_

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



## **Continuing Education/Spouse Scholarship Application Checklist**

- Copy of sponsor's military orders showing assignment to Luke AFB or retirement paperwork (DD214)
- Paperwork proving applicant's dependent status if not shown on orders or DD214
- Proof of residency
- Officially sealed transcript from current school or last school attended
- 2 letters of recommendation from teacher, counselor, employer, community member or service professional (family/friend references not accepted)
- Applicant Information Sheet
- Activity Information Sheet
- Essay

### **Please verify the following:**

- You have never been selected for an LSC scholarship
- You are not on a full scholarship