STUDENT APPLICATION INSTRUCTIONS

Please read through this entire document to familiarize yourself with the process and ensure your eligibility before applying.

To complete the application, eligible students must:

- Apply for Fall admission to one or more UC campuses by filing the UC Application for Undergraduate Admission and Scholarships by the November deadline: www.universityofcalifornia.edu/apply.

- By the deadline set by your community college, provide the community college counselor or scholarship coordinator with your complete application. *Attention to detail is imperative for a successful application; incomplete applications will not be considered*. The application must contain the following information:

  □ Complete Scholarship Application Form (see attached)

  □ An official copy of academic transcripts from all colleges attended, including GPA

  □ Two letters of recommendation, one of which must be from an academic instructor and one from an academic instructor or a work supervisor if the work is relevant to the student's academics. Submit no more than two letters.

  □ Resume, including work and volunteer history

  □ Personal statement that includes future goals and how the student will give back to her local community in the United States

  □ A graded research paper, on any topic, written in the past two years (do not edit after grading). Do not submit a handwritten exam.

  □ Information Release Form – Community College (see attached) signed by student and community college representative

- Apply for financial aid by filing the Free Application for Federal Student Aid (FAFSA) by the March deadline.

- By late March, notify the Foundation of admittance to a University of California campus.

The Peggy and Jack Baskin Foundation will notify the community college counselor, who will then inform the scholarship recipients of their award, by **April 15**.

RECIPIENT FOLLOW UP INSTRUCTIONS

Students who have been selected as scholarship recipients must complete the following requirements in order to receive scholarship funds. Failing to meet these requirements will result in a loss of funds.

- Once admitted to a UC campus, the recipient must sign the Information Release Form – UC Campus (see attached) to allow the Peggy and Jack Baskin Foundation to obtain relevant information regarding the student's financial aid, grades, transfer records, etc. This form must be submitted to the UC campus representative for signature and emailed to the Foundation.
- The recipient must sign and submit the Scholarship Eligibility Verification Form to the UC campus and to the Peggy and Jack Baskin Foundation.
- Immediately upon enrollment in her first term at a UC campus, the student must send official enrollment verification or a letter from the registrar's office confirming enrollment to the Peggy and Jack Baskin Foundation. These can be obtained from the UC campus registrar's office.
- At the end of each term, the recipient will collect information from the UC financial aid department for Quarter/Semester Updates. The student will submit the Quarterly/Semester Update Form and attachments to the Baskin Foundation by email.
- If a recipient's GPA for a given term falls below a 3.0, she must submit a performance plan with the Quarter/Semester Update.
- The recipient must maintain a minimum 2.0 cumulative UC GPA in order to remain eligible to receive scholarship funds.
- The recipient must maintain full-time enrollment at a UC for two academic years in order to remain eligible to receive scholarship funds.

Please keep this information sheet for your reference.

✓ _____ February 22, 2019	Student Application due to community college (deadline determined by community college)
✓ **March 15**	Community college will submit nominees to the Peggy and Jack Baskin Foundation.
✓ **March 15-April 15**	Community college will notify the Baskin Foundation of the admittance of the student to the University of California campus.
✓ **April 15**	The Peggy and Jack Baskin Foundation will select award recipients and notify the community college counselor who will inform the nominees.
✓ **May**	Recipient must sign and submit an Eligibility Verification Form to the Peggy and Jack Baskin Foundation. This form must also be submitted to the UC in September.
✓ **July/August/September**	Recipient must email Enrollment Verification or a letter from the registrar's office confirming enrollment to the Baskin Foundation.
✓ **August/September**	Full scholarship amount will be submitted to the UC campus once the Eligibility Verification Form has been signed and received by the UC financial aid/scholarship office. Fund release date TBD according to UC schedule.
✓ **January 7**	Fall quarter update due to the Peggy and Jack Baskin Foundation.
✓ **January 7**	Fall semester update due to the Peggy and Jack Baskin Foundation.
✓ **April 12**	Winter quarter update due to the Peggy and Jack Baskin Foundation.
✓ **June 7**	Spring semester update due to the Peggy and Jack Baskin Foundation.
✓ **July 5**	Spring quarter update due to the Peggy and Jack Baskin Foundation.

SCHOLARSHIP APPLICATION FORM

Please submit the application to the scholarship coordinator by the date set by your community college. Attention to detail is imperative for a successful application; incomplete or late applications will not be accepted. The Board of the Peggy and Jack Baskin Foundation may contact you to request additional information.

PERSONAL INFORMATION		
Full Legal Name:		
Date of Birth:	Current Phone:	Permanent Phone:
Current Address:		
City:	State:	ZIP Code:
Permanent Address:		
City:	State:	ZIP Code:
Permanent Email:	Fax:	
Are you a U.S Citizen? YES / NO	If no, are you an eligible noncitizen? YES / NO	
Community College currently attending:		
EMPLOYMENT INFORMATION		
Occupation:		
Current Employer:		Hours per week:
Current annual income from employment:		Previous year's income:
FINANCIAL INFORMATION		
Have you filed the required Free Application for Federal Student Aid (FAFSA)? :	Date Submitted:	
Have you applied/will you apply for any other scholarships/grants for your post-community college education? If yes to either, please explain:		
Pending scholarships/grants and amounts:	Received scholarships/grants and amounts:	Rejected scholarships/grants and amounts:
Projected annual income (applicant):	Annual income (spouse):	
List all other sources and amounts of income, including family assistance:		

EXPENSES AND DEBTS		
List major expenses you will incur during the academic year while attending a UC:		
Tuition (one year):	Books and Supplies:	Room and Board:
Total expenses per month:		
Total current debt:		
List dependents you will support during scholarship year, including full name and age:		

PARENT/GUARDIAN INFORMATION (PLEASE COMPLETE REGARDLESS OF DEPENDENCY)	
Father (or guardian):	
Address:	
Employer:	Position Held:
Annual Income:	Own or rent residence:
Mother (or guardian):	
Address:	
Employer:	Position Held:
Annual Income:	Own or rent residence:

UNIVERSITY INFORMATION
University you will be attending (anticipated):
Intended Major:

ADDITIONAL INFORMATION
Please attach the following to your application:
☐ An official copy of academic transcripts from all colleges attended, including GPA
☐ Two letters of recommendation, one of which must be from an academic instructor and one from either an academic instructor or a supervisor at work that is relevant to the student's academics. Submit no more than two letters of recommendation.
☐ Resume, including work and volunteer history
☐ Personal statement that includes future goals and how you will give back to your local community in the United States
☐   A copy of a graded research paper, on any topic, written in the past two years (do not edit after grading). Do not submit a hand-written exam. Please limit to no more than 15 pages.
☐ Information Release Form- Community College

SIGNATURES	
I authorize the verification of the information provided on this form.	
Signature of applicant:	Date:

Additional pages may be attached as necessary.

Please review the following attachments:

- **Community College and University Checklists**
- **Student Checklist**
- **Scholarship Eligibility Form (submit once you've received your UC Student ID number)**
- **Quarterly/Semester Update Form**
- **Information Release Form – Community College**
- **Information Release Form – UC Campus (submit once you've arrived on campus)**

CHECKLIST FOR APPLICANT AND RECIPIENT STUDENTS

CHECKLIST FOR APPLICANT STUDENTS

☐ Applied for Fall admission to one or more UC campuses

☐ Complete application packet submitted by the date set by your community college
Note: Attention to detail is imperative for a successful application; incomplete or late applications will not be accepted.
  ☐ Complete Scholarship Application Form
  ☐ An official copy of academic transcripts from all colleges attended, including GPA
  ☐ Two letters of recommendation, one of which must be from an academic instructor and the other from either an academic instructor or a supervisor in work that is relevant to student's academics. Do not submit more than two letters.
  ☐ Resume, including work and volunteer history
  ☐ Personal statement that includes future goals and how you will give back to your local community in the United States
  ☐ A graded research paper, on any topic, written in the past two years (do not edit after grading). Do not submit a handwritten exam.

☐ Information Release Form for Community College signed and returned

CHECKLIST FOR RECIPIENT STUDENTS

☐ Information Release Form for University of California campus signed and returned

☐ Eligibility Verification Form signed and submitted to the Peggy and Jack Baskin Foundation and UC Scholarship or Financial Aid Office

☐ Enrollment Verification letter sent to the Peggy and Jack Baskin Foundation

☐ Quarter/Semester Update sent to the Peggy and Jack Baskin Foundation
  ☐ Fall   ☐ Winter   ☐ Spring
          ☐ N/A, semester system

☐ Maintained a 2.0 cumulative GPA
  ☐ Fall   ☐ Winter   ☐ Spring
          ☐ N/A, semester system

☐ Performance plan submitted if term GPA fell below a 3.0
  ☐ Fall   ☐ Winter   ☐ Spring
          ☐ N/A, semester system

☐ Other_____

PEGGY AND JACK BASKIN SCHOLARSHIP ELIGIBILITY VERIFICATION FORM

Peggy and Jack Baskin Foundation Scholarship recipients must maintain their eligibility by enrolling full time each quarter at a University of California and maintaining a 2.0 cumulative UC GPA. Please complete all sections of the form below to confirm eligibility.

Name: _____

Telephone: _____

Permanent Email Address: _____

UC Student ID: _____

University of California Campus: _____

STATEMENT OF FULL TIME ENROLLMENT STATUS:

☐ I certify that I will be enrolled in at least 12 units each term for the following Academic Years:
Academic Year 20_____ - 20_____ and Academic Year 20_____ - 20_____

STATEMENT OF SATISFACTORY ACADEMIC PROGRESS:

☐ I understand that I must maintain a 2.0 cumulative GPA in order to remain eligible to receive scholarship funds.

☐ I understand that if my term GPA is below a 3.0 I must submit a performance plan with my Quarter/Semester Update for that term.

I understand that I am responsible for communicating, in written form, any changes of eligibility and benefits to the Financial Aid and Scholarships Office in a timely manner. I certify that all statements and information are true and complete.

Signature: _____

Date: _____

Please read the following information carefully before completing and emailing the Quarter/Semester Update Form:

Every student must submit a completed Quarter/Semester Update Form at the end of each term, by the deadline posted on the Peggy and Jack Baskin Foundation website. Reminder: If a recipient's GPA for a given term falls below a 3.0, she must submit a performance plan to the Baskin Foundation **in addition** to the completed Quarter/Semester Update Form and all required attachments. If the student's cumulative UC GPA falls below 2.0 or if the student does not enroll full-time, she is no longer eligible to receive this scholarship.

The Quarter/Semester Update Form must include all of the following:

- **Unofficial Transcript**
  This must include course titles, grades, number of units for each course, term GPA, and cumulative GPA.

- **Summary of Expenses**
  In this section on the Quarter/Semester Update Form (below), please delineate which funding source you used for each of the following categories, and how much you paid for each category. The funding sources are as follows: (1) Peggy and Jack Baskin Foundation Scholarship, (2) University Financial Aid (free aid), and (3) Other Funding (please specify: Pell Grant, loan, personal funds, etc.).

- **A copy of your official University bill of tuition and related expenses**
  This is often called an account summary. It must include all expenses, awards, and refunds.

- **Performance Plan (if term GPA is below a 3.0)**
  If your grades have fallen below a 3.0 term GPA, you must submit a plan of how you will improve your academic performance for the following term. The plan may include working with a tutor, joining a study group, meeting with professors during office hours, taking minimum number of courses instead of extra courses, etc. You will lose funding if your GPA has fallen below a 2.0 cumulative UC GPA.

Please ensure that you have all the documents listed above. Note: you do *not* need a signature by a UC Campus Representative. Please send the form and all documents to the Peggy and Jack Baskin Foundation by email to support [@] baskinfoundation.org, by the deadline posted on our website.

QUARTER/SEMESTER UPDATE FORM

You will submit an update regarding your current status at the University at the end of each term. Funds for the following term will not be dispersed until the Baskin Foundation has received this form and the following information:

☐ **Unofficial Transcript**
This must include course titles, grades, number of units for each course, term GPA, and cumulative GPA.

☐ **Summary of Expenses**
In this section on the Quarter/Semester Update Form (below), please delineate which funding source you used for each of the following categories, and how much you paid for each category. The funding sources are as follows: (1) Peggy and Jack Baskin Foundation Scholarship, (2) University Financial Aid (free aid), and (3) Other Funding (please specify: Pell Grant, loan, personal funds, etc.):

Books and Supplies: Funding Source: _____ Amount: $_____

Tuition/Fees: Funding Source: _____ Amount: $_____

Food and Housing: Funding Source: _____ Amount: $_____

Transportation: Funding Source: _____ Amount: $_____

Personal Expenses (as designated in the standard cost of attendance):
Funding Source: _____ Amount: $_____

Did you receive any refunds that you did not spend on the above categories? If so, please list the amount: $_____

☐ **A copy of your official University bill of tuition and related expenses**
This is often called an account summary. It must include all expenses, awards, and refunds.

☐ **Performance Plan** (if term GPA is below a 3.0)
If your grades have fallen below a 3.0 term GPA, you must submit a plan of how you will improve your academic performance for the following term. The plan may include working with a tutor, joining a study group, meeting with professors during office hours, taking minimum number of courses instead of extra courses, etc. You will lose funding if your GPA has fallen below a 2.0 cumulative UC GPA.

Send update and additional materials to support [@] baskinfoundation.org, in PDF format.

Student:	Quarter/Semester:

INFORMATION RELEASE FORM – COMMUNITY COLLEGE

_____
Name

_____   _____
Address   Phone No.

_____   _____
City, State, Zip code   Birth date

_____   _____
Community College   Graduation Date

As a condition of my participation with the **Peggy and Jack Baskin Foundation Scholarship Program**, I hereby authorize my community college to release to the Peggy and Jack Baskin Foundation any and all information relating to my financial aid, grades, class standing, transfer records, or any other relevant information, which the Foundation may request.

This authorization shall be valid for a period of one year beyond the graduation date from both my community college and UC School.

Signed _____
                                                     (Student)

Date Signed _____

Signed _____
                                        (Community College Contact)

INFORMATION RELEASE FORM – UNIVERSITY OF CALIFORNIA

To be completed upon acceptance of enrollment at a UC Campus

_____

Name

_____   _____

Address   Phone No.

_____   _____

City, State, Zip code   Birth date

_____   _____

UC Campus   Graduation Date

As a condition of my participation with the **Peggy and Jack Baskin Foundation Scholarship Program**, I hereby authorize my University to release to the Peggy and Jack Baskin Foundation any and all information relating to my financial aid, grades, class standing, transfer records, or any other relevant information which the Foundation may request.

This authorization shall be valid for a period of one year beyond the graduation date from both my community college and UC School.

Signed _____

                                                         (Student)

Date Signed _____

Signed _____

                                                (UC Campus Contact)