



## GRANDVIEW TERRACE

Grandview Terrace Scholarship Committee  
14515 W Granite Valley Drive  
Sun City West, Arizona 85375

# Grandview Terrace Scholarship Application

## APPLICATION INFORMATION, PROCEDURES AND REQUIREMENTS SUMMARY

### LETTER OF RECOMMENDATION

You should inform the Grandview Terrace supervisor who prepares a letter of recommendation for this application that scholarship applicants **must have been employed a minimum of six months at Grandview Terrace** and that recipients **must continue to work a minimum of an average of 12 hours per week, in good standing, at a Sun Health Senior Living Community during the approved course of study**. The letter must be dated and signed by the Grandview Terrace Supervisor.

### HIGH SCHOOL AND COLLEGE TRANSCRIPTS

Please provide a copy of your high school and college transcripts as may be applicable.

### INTERVIEW

Applicants will be contacted for an interview by Grandview Terrace Scholarship Committee members. The interview will be scheduled at a mutually agreeable time.

### NOTIFICATION OF COMMITTEE DECISION

Applicants can expect to know if their application has been approved, including funding approved, within 15 days after submission of the application.

### PAYMENTS TO SCHOOLS/INSTITUTIONS

Upon the approval of the application, **the recipient will receive a check made payable to the school/institution** based on the invoice submitted.

### REIMBURSEMENT FOR BOOKS AND SUPPLIES

Upon approval of the application, **the recipient may request reimbursement** for required textbooks and supplies that have been purchased and are pertinent to the courses listed in the application. The recipient must present detailed receipts for reimbursement. If approved, **a check will be made out to the recipient for the amount the committee deems to be acceptable**.

**CHECK LIST OF APPLICATION ITEMS**

1. Completed Application
2. Two letters of recommendation addressed to the Grandview Scholarship Committee. One letter is to be dated and signed by applicant's current work supervisor.
3. An essay, that does not to exceed 250 words, which identifies goals and aspirations.
4. A transcript from High School [or copy of GED Certificate] and Technical or Trade School or College [if applicable].
5. A recent photo of yourself.
6. Two copies of itemized invoice for tuition and fees from the school/institution providing the intended course/program of study.
7. A copy of receipts for books and supplies, if applicable.
8. Supervisor's Employment Verification Form

**APPLICATION, TRANSCRIPT, ESSAY AND PICTURE ARE TO BE SUBMITTED TO:**

**Grandview Terrace Scholarship Committee  
Attn: Sue McDonald, New Applicant Coordinator  
14515 W Granite Valley Drive, D642  
Sun City West, Arizona 85375**

**Please reach out to Sue McDonald at 623-332-2524 or [suemcdonald2000@gmail.com](mailto:suemcdonald2000@gmail.com) if you have any questions.**

**Thank you.**



## GRANDVIEW TERRACE SCHOLARSHIP APPLICATION

Please complete each item. [Please type or print.] If an item is not applicable, insert “N/A”. Attach an additional sheet [Addendum], if necessary, to provide complete information. Place as many items as possible on the Addendum sheet, but you may use additional Addendum sheets, if necessary.

### Purpose of This Application

I am requesting financial assistance for the following academic or vocational training:

**Academic Program**                      Degree/Certificate Goal \_\_\_\_\_

**Vocational/Skills Training**        Certificate/Skills Goal \_\_\_\_\_

### Applicant Profile

#### Personal Information

Name \_\_\_\_\_  
Enter your Last Name, First Name, and Middle Name or Initial

Address \_\_\_\_\_  
No. & Street                      Apt. No.                      City                      State                      Zip Code

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

#### Recent Photograph of Yourself

**Educational Record**Name & Address of High School

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Graduated **Yes** Date \_\_\_\_\_ GPA \_\_\_\_\_**No** Expected Date of Graduation \_\_\_\_\_**GED**

General Equivalency Diploma (GED) Certification – Date of Certificate \_\_\_\_\_

Please list any Community College/College/University and Vocational Training Programs completed.

Institution & Address

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Degree or Certificate Earned: \_\_\_\_\_ Date: \_\_\_\_\_

Institution(s) [not included above] in which I have been, or I am currently enrolled.

Institution/Address

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Programs/Courses/Credits

See Addendum

**Extra-Curricular/Community Service Activities**

Please list any extra-curricular activities in which you have participated, including community services, school, work, church, offices held, leadership roles, honors and awards received.

See Addendum

**Work Experience**

List any work experience, including part-time work and significant volunteer work. Enter your most recent experience first.

Current - Beginning on (Mo/Year) \_\_\_\_\_ Avg. Hrs. per Wk. \_\_\_\_\_

Employer/Location \_\_\_\_\_

Position/Duties \_\_\_\_\_

Immediate Supervisor Name & Address

\_\_\_\_\_

Next Most Recent - Beginning on (Mo/Year) \_\_\_\_\_ Avg. Hrs. per Wk. \_\_\_\_\_

Employer/Location \_\_\_\_\_

Position/Duties \_\_\_\_\_

Immediate Supervisor Name & Address

\_\_\_\_\_

Next Most Recent - Beginning on (Mo/Year) \_\_\_\_\_ Avg. Hrs. per Wk. \_\_\_\_\_

Employer/Location \_\_\_\_\_

Position/Duties \_\_\_\_\_

Immediate Supervisor Name & Address

\_\_\_\_\_

**Financial Data**

I have applied for other scholarships or financial aid. Yes No

If Yes, please describe briefly:

I am currently receiving a scholarship/financial aid. Yes No

If Yes, please describe briefly:

**Proposed Educational/Training Program****Community College/College/University**

**N/A** - *If N/A, please leave this section blank and complete Technical or Trade School section.*

Institution Name \_\_\_\_\_

Address \_\_\_\_\_  
No. & Street City State Zip Code

Credit Hours Completed \_\_\_\_\_

I will be Enrolling for \_\_\_\_\_ Credit Hours

Degree and/or Certification Goal \_\_\_\_\_

I will be enrolling for      Fall Semester      Spring Semester      Summer Session

Anticipated Expense      Tuition & Fees \_\_\_\_\_      Books & Supplies \_\_\_\_\_  
*From Itemized Invoice*      *Estimated*

Course, Credit, Cost Detail

If more space is needed, include on Addendum. Refer to required itemized invoice.

See Addendum



**Supporting Documentation and Interview**

- **Letters of Recommendation**—Two letters of recommendation; one letter from your current work supervisor and one from someone, unrelated to you, who can describe your character and personal qualities that contribute to your work ethic and probable academic success.
- **Essay**—A typed essay [Letter of Intent], not to exceed 250 words, which identifies your goals and aspirations and how the coursework proposed in this application will assist in reaching your long-term goals.
- **Transcripts**—A copy of High School and College transcript, if applicable.
- **IRS W-9 Form**—Completed W-9 Form required.
- **Photograph**—A recent photograph.
- **Invoice**—Two copies of itemized invoice from institution providing instructional program.
- **Personal Interview**—A personal interview with members of the Scholarship Committee is required and will be scheduled at a mutually agreed time.
- **Supervisor’s Employment Verification Form**

**Verification and Authorizations**

	<i>Initial Here</i>
• I certify that the above information is complete and accurate.	
• I authorize Grandview Terrace Human Resources to verify my employment information.	
• I understand that an interview will be scheduled at a time which is mutually agreeable to me and to Grandview Terrace Scholarship Committee members.	
• I agree to provide copies of final grades and/or notice of completion for the courses paid by the Grandview Terrace Scholarship Committee.	

<b>Optional Authorizations</b> [Publicity and Photo]	<i>Initial Here</i>
<b>Note: Do not initial the items in this section if you don’t want to publicize your participation in the program.</b>	
• <b>Optional</b> —I authorize the Grandview Terrace Scholarship Committee to use my participation in the Grandview Terrace Scholarship Program in publications to promote contributions to the scholarship program and to encourage fellow employees to apply for scholarships.	
• <b>Optional</b> —I authorize the Grandview Terrace Scholarship Committee to use my picture in publications to promote the Grandview Terrace Scholarship Program.	

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



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**Thank you.**

FOR OFFICE USE ONLY

Approved by Committee                      Yes                      No                      Date \_\_\_\_\_

Committee Member Signature \_\_\_\_\_

## Addendum

**NOTE:** Please enter the **SECTION TITLE** that relates to each individual addendum portion. Include as many items on an Addendum page as space permits. If necessary, prepare a second Addendum page.

**ENTER SECTION TITLE:** \_\_\_\_\_

**ENTER SECTION TITLE:** \_\_\_\_\_

**ENTER SECTION TITLE:** \_\_\_\_\_

**ENTER SECTION TITLE:** \_\_\_\_\_

*Feel free to attach additional Addendum Sheets as necessary. Thank you.*