



UNITED UNIVERSITY PROFESSIONS JO SCHAFFER *SECOND CHANCE/RETURNING STUDENT* SCHOLARSHIP

The Jo Schaffer Second Chance/Returning Student Scholarship will be awarded to an undergraduate student who is currently enrolled and has successfully completed a minimum of 6 semester hours at one of the SUNY state-operated campuses, after having initially enrolled and attended any accredited trade school, college, university or military service, left that institution for at least a year, and has resumed their higher education at a SUNY state-operated institution. This Second Chance Scholarship is given to honor Jo Schaffer, a long-time union member and leader, by the Retired Membership Governing Committee (RMGC) of United University Professions (UUP). The deadline for receiving complete applications is June 1st.

Requirement Specifics:

1. Applicants must be currently registered as an undergraduate student at a state-operated campus of the State University of New York (SUNY) after having previously attended any accredited trade school, college, university or military service. This scholarship is meant to assist students who have returned to pursue their higher education after a hiatus (for any reason) of at least a year. Part-time students are especially encouraged to apply.
2. The award provides a one-time award of \$3,000 which the recipient may use for any educational expenses, not limited to tuition and fees.
3. At the time of application, applicants must have completed at least 6 semester hours credit with a cumulative GPA of at least 3.0 at the SUNY institution where they have resumed their higher education.
4. Official transcripts for the applicant are required to be submitted by email directly from the registrar's office from each accredited trade school and/or higher education institution attended, or proof of military service.
5. Three (3) letters of recommendation are required to be submitted by email directly from the letter writers.
6. Also required as part of the Application Form is a Personal Statement of 500 words that tells the Scholarship Committee "Why I've taken a second chance at a college education." This statement should include goals, future plans, and need.
7. Process: The RMGC Scholarship Committee will collaborate with the UUP Scholarship Selection Committee to review all complete applications received by the deadline of June 1st. The RMGC Scholarship Committee will select the award recipient. The RMGC will have electronic access to all applications for future scholarship evaluation and review of the 2nd Chance Scholarship application & process.
8. Notification: Recipients, as well as non-recipient applicants, will be notified by mail by the end of July. The RMGC Scholarship Committee's decision will be final. All submitted materials remain the property of UUP and will not be returned.

Instructions for applicants:

1. **Form & Deadline:** Complete the application form available at this link [JSSecondChanceScholarship.pdf](#) or from kplowman@uupmail.org . The completed application form and all transcripts and letters of recommendation must reach UUP by June 1st.
It is the responsibility of the applicant to contact the Registrar(s) and letter writers to provide the required documents in a timely manner. UUP is not responsible for any delays caused by the internet, United States Postal Service or any private delivery company.
2. **Submissions:** The completed application form, all official transcripts, and all letters of recommendation must be submitted directly from the sender by email to kplowman@uupmail.org by the June 1st deadline. Each submission should reference the applicant's name and "2nd Chance Scholarship" in the subject line of the email.
3. **Waiver For Recommendation Letters:** Applicants should sign and date the Waiver Statement and include that statement in requests to the letter writers if they intend to waive their right to read the letters of recommendation, as allowed under the Federal Educational Rights and Privacy Act of 1974.
4. **Affirmation Statement:** Make sure that the Statement of Affirmation on the Application Form is read, signed, and dated before the completed application is submitted.
5. **Personal Statement:** Complete this statement of about 500 words as part of the Application Form.

Application for the Jo Schaffer Second Chance/Returning Student Scholarship

The completed application form, all official transcripts and all letters of recommendation must be submitted directly from the sender by email to kplowman@uupmail.org. Each submission should reference the applicant's name and "2nd Chance Scholarship" in the subject line.

Personal Data:

Name (First, Middle, Last):

Current Address (where you can be contacted during the academic year):

(Area Code) Phone Number: _____

Email Address: _____

Permanent Address IF DIFFERENT from the current address, so you can be contacted during the summer.

Academic Information: Universities/Colleges, Trade Schools or Military Service Addresses, Attendance Dates:

Current Major/Minor: _____

Your cumulative GPA at the most recent grading period: _____

Extra-curricular Activities: (Activity, Dates, Awards if any, Your Role):

Describe other nonpaid activities outside of academic work, such as community projects, volunteer service, religious organizations, etc., highlighting leadership roles and dates of participation. (Activity, Dates, Awards if any, Your Role):

Employment record: Include any paid activity in higher education as well as all outside employment. List of jobs, employers, and dates, starting with most recent:

Statement of Affirmation: I affirm that, to the best of my knowledge, all information and statements provided in this application are complete and accurate. I also agree to have all academic records and supporting materials supplied as requested by UUP, and I understand that failure to do so will disqualify me from further consideration for an award in this year of application. I further understand that any false or misleading statements will disqualify me from future consideration for an award. Applicants who have not been disqualified due to false or misleading statements are welcome to apply again.

Signature: _____ Date: _____

Personal Statement: (ca. 500 words) on “Why I’ve taken a second chance at a college education” (**Type below**):

[If you waive your right to see letters of recommendation, include this signed and dated Waiver for Letters of Recommendation when requesting people to write a letter of recommendation for you: "I waive my right to inspect and review the letters and recommendations related to my application for the Jo Schaffer *Second Chance/Returning Student* Scholarship. Signed, _____, Date _____."]