

UTSA Professional and Continuing Education

SCHOLARSHIP APPLICATION FORM

Please review the guidelines and procedures on the reverse side

Term: Fall Spring Summer Application Date: _____

Name: _____ Age: _____ Number in Household: _____

Address: _____ Years at this address: _____

City/State/Zip _____

Daytime Phone: _____ Evening Phone: _____

Email: _____ Employer: _____

Education Background: _____

List any art related experience: _____

Please list your level of art experience: beginner intermediate advanced professional

Please list your level of experience in the subject you are requesting a scholarship for:

beginner intermediate advanced professional

- Have you previously taken a class at the SSA? No Yes

- If yes, in which Department? _____

- Have you previously received a scholarship from the SSA? No Yes

- If yes, in which Department? _____

- Are you applying for a scholarship in more than one Department? No Yes

- When are you available to speak with the department chair? M-F am M-F pm weekend

Please explain why you need tuition assistance: _____

Briefly state what you hope to gain or any specific goals you would like to achieve: _____

Select one department per form.

Fibers Metals/Jewelry

Please list the name of the specific class you'd like a scholarship for (ex. 3001 | Metals Skills.1):

First Choice: _____

Second Choice: _____

I have read the guidelines & procedures: _____

Applicant's Signature

Office Use Only

Dept. Code	Class Awarded	Tuition	Scholarship	Balance Due	Dept. Approval

SCHOLARSHIP APPLICATION GUIDELINES & PROCEDURES

Scholarships are awarded on the basis of need and merit. Awarded on a first-come, first-serve basis, scholarships are dependent on availability of Department funds and class space at the time of the award. **Scholarships are not given for 100% of the tuition cost.** Classes may require additional fees for materials and supplies for which you'd be responsible.

Please read instructions carefully before completing this form.

1. **A student may receive only one scholarship award per term.** If an applicant is selected for a scholarship by more than one department, the applicant must decide which award to accept.
2. Scholarship applications may be completed at any time; however, it is optimal to apply prior to the start of registration for the term in which you are requesting a scholarship.
3. Choose the area of study you wish to pursue and review the current Class Catalog offerings to familiarize yourself with the selection available.
4. A second choice is recommended. Class choices indicated by the student may be accepted or the Department Chair may make recommendations based on availability.
5. Complete the Scholarship Application (reverse side) and **return it to the appropriate Department Chair** (listed below).
6. The Department Chair will contact you if you are being considered for a scholarship. You may be asked for a phone interview or meeting in person, if they are unfamiliar with you.
7. If you qualify for a Scholarship Award, **you will be notified by contact listed below.** The award is only applicable to the department and class approved by the Department Chair; the Department Chair must approve any transfer of awards for use in another class.
8. The Department Chair will determine the award amount and submit your application to the Registration Office. You will be responsible to pay a balance of the total tuition fee.
9. **To accept the award, you must complete the registration process by completing and submitting a registration form** and pay any tuition balance due to the Registration Office prior to the start of the class. Space in the class will not be held for you and you will not be enrolled in the selected class until you have completed the registration process.
10. Failure to register will result in the loss of the scholarship award.

Departments	Contact	Extension
Fibers	Casey Galloway	210-200-8224
Noelle His Ceramic Young Adult	Patricia Morales	210-200-8213

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