

UNITY HOUSE, INC.

Higher Education Scholarship Program

Application Instructions

Fall 2008 and Spring 2009

Unity House Higher Education Scholarships are applicable towards the cost of TUITION & BOOKS only. NO EXCEPTIONS. If you are receiving a FULL TUITION WAIVER from another source, you are not eligible.

YOU WILL FORFEIT YOUR OPPORTUNITY FOR A UNITY HOUSE SCHOLARSHIP SHOULD YOU FAIL TO SUBMIT YOUR COMPLETED APPLICATION AND REQUIREMENTS (AS SPECIFIED) BY THE DEADLINE DATES.

Please DO NOT return the application via fax machine. Essays, Personal Statements and/or other required items WILL NOT be accepted on a diskette or CD; you must submit everything in print. *Applications must be postmarked by the deadline date or dropped off at the UNITY HOUSE office during business hours only:*

UNITY HOUSE, INC.
Attn: Higher Education Scholarship Program (HESP)
1701 Ala Wai Blvd.
Honolulu, HI 96815

UNITY HOUSE is not responsible for lost or misdirected mail, or for applications postmarked or received after the above deadline date(s). It is the responsibility of the applicant to follow-up with Unity House regarding the receipt of the application and all other requirements.

OPTIONAL: *If you would like to receive a confirmation acknowledging that Unity House received your application packet, please include a SELF-ADDRESSED ENVELOPE, and affix a \$.41 POSTAGE STAMP.*

REQUIRED ITEMS	DUE DATES
<input type="checkbox"/> APPLICATION FORM - <i>Must be completed, signed and dated by the applicant.</i>	April 15, 2008
<input type="checkbox"/> APPLICATION PROCESSING FEE - <i>Submit with application form. \$35.00 for NEW APPLICANTS (\$5 web discount for applications printed from our website) and \$25.00 for RENEWALS.</i> These fees are non-refundable under any circumstance; therefore, be sure you are able to meet all the requirements and deadlines. Checks returned due to insufficient funds will be assessed a <u>Unity House</u> service charge of \$25.00 per check.	April 15, 2008
<input type="checkbox"/> LETTER(S) OF RECOMMENDATION - These should be <u>current</u> and written by people who know you (i.e. teacher, counselor, coach, employer or supervisor, club/community involvement advisor, etc.). They shall describe your abilities and personality, character traits, academic potential and any community or activities in which you may have participated. The letter should be written on letterhead and include the writer's phone number. Submit two (2) letters if you are a NEW Applicant and one (1) only if you are RENEWING. <u>Any letter written by a relative or family member does not meet this requirement.</u>	April 15, 2008
<input type="checkbox"/> 650-WORD ESSAY ON THE "HISTORY/BACKGROUND OF UNITY HOUSE" For <u>NEW APPLICANTS and Volunteer Option only.</u>	April 15, 2008

INSTRUCTIONS:

- 1) Your essay must be typewritten and double-spaced.
- 2) Type your topic title on the top of the page, with **your full name** below it.
- 3) List your bibliography and all reference materials.
- 4) **Count** the number of words in your essay and **note it down** on the last page; ***must be a minimum of 650-words.***

TOPIC: Write an essay on the **History/Background of Unity House, Inc.** Provide enough pertinent and substantial information you believe is important and have learned during your research. What do you think the founder envisioned which led to the formation of Unity House?

REQUIRED ITEMS (continues)**DUE DATES**

- ❑ **PHOTOGRAPH** of yourself – **Required if NEW; Optional if Renewing**. May be used in the *Unity House, Inc.* newsletter and/or other promotional material. **April 15, 2008**

- ❑ **VOTER REGISTRATION – NEW applicants only**. All students applying must also be **REGISTERED VOTERS** in the State of Hawaii or where you currently reside. Proof of registration is required. If you are not eligible to register during the open enrollment period, you are required to register upon eligibility and submit a proof of registration as soon as possible. **Hawaii residents can pre-register to vote from age 16**. Applications can be obtained by calling 453-VOTE (8683) from Oahu, or toll free from the Neighbor Islands at (800) 442-8683. More information and forms are also available on-line at www.hawaii.gov/elections. **April 15, 2008**

- ❑ **SCHOOL TRANSCRIPT** (***MUST include the current Spring 2008 Semester grades or last completed term grades***) **June 30, 2008**
Must be an original and certified copy. Your cumulative GRADE POINT AVERAGE (GPA) must be a minimum of 2.0 or above. This transcript is provided by the school's Registrar, and is not your report card. *Please make proper arrangements early with the Registrar's office to ensure that your transcripts are turned in before the deadline date.*

VOLUNTEER SERVICE – RENEWAL applicants only. All renewal applicants must perform 5 hours of volunteer service at any non-profit organization or write a 650 word essay. **Volunteer service must be completed between February 1, 2008 & November 30, 2008**. Volunteer service completed outside of these dates will not be accepted. See previous page for essay instructions. **November 30, 2008**

Thank you for your interest in the Unity House Higher Education Scholarship Program. Should you have further questions, please feel free to contact our office at (808) 945-0050 or email us at penny@unityhousehawaii.org.