APPLICATION GUIDELINES

SFPE NJ NY Metro Scholarship Program

"James R. O'Neil/W. Robert Powers Scholarship Award"

1. **Purpose and Intent**

a. The purpose of the SFPE NJ NY Metro Scholarship Program, also known as the James R. O'Neil/W. Robert Powers Scholarship (hereinafter referred to as "the Scholarship") is to promote ***the field of fire protection engineering and fire protection engineering technology*** by providing financial assistance to those individuals requiring support.

b. Students enrolled, or planning to enroll, in any fire protection engineering, fire protection engineering technology, or related program approved by the Joint James R. O'Neil/W. Robert Powers Scholarship Committee (hereinafter referred to as "the Committee") are considered eligible.

2. Scholarship Fund and Awards

a. Scholarship award(s) may be granted by the Committee to selected students demonstrating high academic achievement. Award amounts will be determined by the Committee in consultation with the SFPE NJ NY Metro Scholarship Foundation Board.

b. Funds shall be dispersed to either the scholarship award recipients or directly to the academic institution, at the discretion of the Committee (with copy of letter to recipient). Direct payment of the award directly to the recipient is the preferred method, and will be implemented whenever possible.

3. Eligibility and Selection

Eligibility and selection will be based upon a combination of independent criteria evaluated by the Committee, and by the additional information contained as part of the application. Selection criteria categories include location, financial need, grade point average in area of engineering study (core-related classes only), and academic year.

a. Location

The Committee will show preference to applicants that have a permanent primary residence (not school address) from one of the following counties:

New Jersey - Morris, Warren, Hunterdon, Ocean, Passaic, Bergen, Essex, Union, Sussex, Hudson, Middlesex, Monmouth, Somerset, Mercer.

New York - Bronx, Dutchess, Richmond, Westchester, Rockland, Orange, Putnam, Kings, Queens, Nassau, New York, Suffolk.

Connecticut - Fairfield.

Secondary preference shall be provided to applicants from anywhere in New York, New Jersey and Connecticut. Applicants from outside of the stated areas may also be given consideration.

b. Grade Point Average – (Engineering Major)

The grade point average category shall be evaluated by the Committee using grades received in the major/core courses for the applicants engineering major only.

c. Financial Need

The financial need category shall be evaluated based on the results generated from the submittal of the Federal Free Application for Federal Student Aid (FAFSA) form. This voluntary aspect of the scholarship application will provide the Committee with information related to verifiable financial need of the student. Submittal of the results of the FAFSA report, including the Student Aid Report (SAR), Cost of Attendance (COA), and Expected Family Contribution (EFC) is OPTIONAL, but is ENCOURAGED for all applicants, regardless of need.

d. Academic Year

The applicant should provide the appropriate upcoming academic year for which they are applying for the scholarship.

Freshman (use for applying high school graduates), Sophomore, Junior, Senior, Graduate Student

4. Application

Applicants shall be required to complete a Scholarship Application delivering the same to the Committee for consideration. The application may be modified within the intent and spirit of this Operating Guideline by the Committee, as needed. Applications shall be distributed to all committee members by the Committee Chairman.

a. Applications for the Scholarship shall be accepted once per academic year, and must be postmarked (if mailed) or e-mailed during the period between June 1 and August 1. The application shall include ALL information requested on the document including the most current academic transcript, Letter of Introduction, and completed FAFSA report. Partial applications will be discarded. Applications received outside of the stated date range (regardless of whether early or late) will be discarded without review.

b. Awards will be presented in two 50% portions, on a per semester basis. The initial award will be issued in the fall following Committee selection and approval of awards by the Foundation. The second portion will be awarded in the spring as part of our scholarship Academic Verification process.

c. Academic Verification requires successful applicants to submit academic transcripts to the Committee by February 1, to demonstrate academic performance consistent with the basis for the original award. The Committee will determine at its own discretion, whether recipient's GPA and overall academic performance merits issuance of the remainder of the award, and will do so promptly upon Committee review and discussions of submitted transcripts.

Failure to submit an academic transcript by the stated verification due date could result in forfeiture of the remaining scholarship amount. It is the responsibility of the awarded candidates to submit the required academic transcripts to the Committee for purposes of academic verification. No reminder notice will be issued by the Committee.

d. ***Unofficial transcripts for both the annual application and the Academic Verification process are acceptable.***

   Unofficial transcripts are subject to Committee review at any point in the award or post award process. Unofficial transcripts that have been found, in the Committee's opinion, modified or reflect inaccurate information are considered fraudulent, and may require, at the Committee's discretion, return of all or a portion of the Scholarship Award.

e. Awards that are forfeited for any reason shall be returned to the Foundation.

f. The Committee reserves the sole right to revoke Scholarship award from any recipient at any point following selection and prior to dispersal of monies.

APPLICATION FORM

SFPE NJ NY Metro Scholarship Program

"James R. O'Neil/W. Robert Powers Scholarship Award"

PART A -TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: _____

School Name and Mailing Address: _____

_____

Home Address: _____

_____ County _____

From _____ To _____

Previous Address: _____

_____ County _____

From _____ To _____

Contact Info:

Home Phone Number: _____ Cellphone: _____

School Phone Number: _____ Email: _____

Engineering Program (e.g. Fire Protection Engineering, Mechanical Engineering, Other) and Program Degree (i.e. B.S. /M.S):

_____

Academic Year of Application: Fall 20____through Spring 20___

Applicant Academic Year (e.g. freshman, sophomore, junior, senior, graduate): _____

Engineering Program CREDIT HOURS COMPLETED To Date: _____

Other College CREDIT HOURS COMPLETED To Date: _____

Most Current CUMULATIVE **Engineering Program Grade Point Average**: _____/ _____

Current Employer: _____

Job Title: _____ Full Time: ___Part Time: ___

PART B – LETTER OF INTRODUCTION:

The purpose of the SFPE NJ NY Metro Scholarship Program, also known as the James R. O'Neil/W. Robert Powers (JRO/WRP) Scholarship Program, is to promote the field of fire protection engineering, fire protection engineering technology, or related program approved by the Committee, by providing financial assistance to those individuals requiring support.

Provide a Letter of Introduction providing background information about yourself and your interest in the field of fire protection engineering. Your letter should include, at a minimum, the following:

When did you first become interested in fire protection engineering?

What were the circumstances behind your decision to pursue it as a career?

List and explain any past accomplishments that you feel will make you successful in the field of fire protection engineering.

What are your current educational and career goals, short-term (1-5) and long tern (5 plus years)?

Your response may also include other interests and activities that would demonstrate your probability for success.

PART C –LETTER OF RECOMMENDATION PREPARED BY PROGRAM CHAIR OR ADVISOR:

Name of Applicant: _____

School Name and Mailing Address: _____

_____

Provide a letter prepared and signed by YOUR PROGRAM CHAIR, ADVISOR, or GUIDANCE COUNSELOR (high school applicants only). The letter of recommendation should briefly discuss why the writer considers the applicant deserving of the SFPE NJ NY Metro Scholarship Program. The letter should discuss the applicants past accomplishments and an assessment of the applicant's probability for completing his/her academic requirements. The letter must be issued directly to the Committee from the Program Chair or Advisor.

PART D - Disclaimer and acknowledgment to be read and signed by Applicant:

DISCLAIMER -THE SCHOLARSHIP YOU ARE APPLYING FOR IS COMPETITIVE IN NATURE. THE SCHOLARSHIP WILL BE AWARDED BASED ON PAST ACADEMIC ACHIEVEMENT AND THE DEMONSTRATED PROBABILITY FOR ACADEMIC SUCCESS. THE SCHOLARSHIP WILL BE AWARDED TO THE MOST QUALIFIED APPLICANT(S) AS EVALUATED BY THE COMMITTEE, WITHOUT REGARD TO ANY OTHER FACTORS. COMPLETION OF THIS FORM IN NO WAY IMPLIES OR GUARANTEES ELIGIBILITY OR RECEIPT OF A SCHOLARSHIP. THE DECISION OF THE COMMITTEE IS FINAL. THE COMMITTEE RESERVES THE RIGHT TO REVOKE SCHOLARSHIPS IN THE CASE OF MISREPRESENTATION OF FACT. THE COMMITTEE RESERVES THE RIGHT NOT TO AWARD A SCHOLARSHIP.

The completed application shall include:

1. The above-mentioned personal information (Part A).
2. Letter of Introduction answering the above questions (Part B).
3. Letter of Recommendation (Part C).
4. Complete academic transcripts of most recent college level or high school courses.
5. Copies of supporting documentation which indicates proof of permanent residency, i.e. driver's license.
6. **Application must be submitted between JUNE 1 and AUGUST 1.** Applications submitted outside of this window will be ignored.
7. For selected applicants, Academic Verification transcripts must be submitted by **FEBRUARY 1**.
8. Signature below.

The completed application and all documents should be sent under single cover to:

The completed application and all documents should be sent under single cover to:

Scholarship Committee
c/o SFPE NJ NY Metro Chapter
P.O. Box 8268
Parsippany, NJ 07054

Or

sfpenjnyfoundation@gmail.com

ACKNOWLEDGMENT - I HAVE READ AND UNDERSTAND THE COMPLETE APPLICATION AND DISCLAIMER, AND TO THE BEST OF MY KNOWLEDGE MEET ALL ELIGIBILITY REQUIREMENTS FOR SCHOLARSHIP CONSIDERATION. I HEREBY ATTEST THAT THE INFORMATION SUBMITTED HEREIN IS BOTH TRUE AND ACCURATE. I FURTHER AGREE AND COMMIT THAT ANY AND ALL PROCEEDS FOR ANY SCHOLARSHIP THAT MAY BE AWARDED TO ME WILL ONLY BE USED TO FURTHER MY EDUCATION IN FIRE PROTECTION ENGINEERING TUITION, BOOKS, EDUCATIONAL RELATED SUPPLIES, AND EDUCATIONAL RELATED HOUSING.

Signature _____ Date: _____