|  |
| --- |
| **ANNUAL Renewal Application****\*Due by Friday, July 14, 2017****ALL Maisin Scholars must submit an Annual Renewal in order to be considered for Fall disbursement. Complete this application after the conclusion of your Spring term. NO FAX OR EMAILED MATERIALS ACCEPTED.****Mail or drop off at our office the following documents with your TYPED and HAND-SIGNED renewal application:**1. Sealed official transcript (unofficial transcripts NOT accepted)
2. A 2-3 page, double-spaced essay describing your educational experience over the past year. Discuss your major, what you enjoyed about school, challenges you encountered and/or improvements you want to make, and plans for the coming year
3. Upcoming semester/quarter class schedule (if applicable)
4. Financial aid award summary
5. **\*New Requirement\*** Up-to-date resume

\*Community college students have additional requirements. Call our Education Advisor for an appointment at 415.695.5400 Ext. 3016.  |
| **- APPLICATION MUST BE TYPED -** |
| **APPLICANT INFORMATION****Check all that apply:**[ ]  Transferred institutions [ ]  Supplemental award recipient [ ]  Requesting a semester/quarter(s) off[ ]  Community college student [ ]  Have deferred your scholarship for the previous academic term  |
| Name:        | Year of High School Graduation:       |
| Current Address:       |
| City:        | State:       | ZIP:       |
| Home Phone:        | Cell Phone:       | Email:       |
| **EMERGENCY CONTACT** |
| Name:        | Phone:       |
| Relationship to you:        | Email:       |
| **CURRENT COLLEGE INFORMATION** |
| Current college of enrollment for Fall 2017:        | Student ID#:       |
| College Status: Choose an item. | College units completed to date:       | Spring GPA:        | Cumulative GPA:       |
| Major:       | Career Goal:       |
| If you’ve transferred schools since your last renewal, please indicate your previous school:      You must also provide the following with your renewal:* Proof of enrollment (admissions letter)
* Student ID#
* Financial aid award summary
* Class schedule
* Placement test results (required for community college students ONLY)
 |
| **For Maisin Office Use ONLY**Application received on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved \_\_\_\_Denied \_\_\_\_Hold \_\_\_\_Partial Disbursement Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Academic Probation [ ]  Schedule Mid-Term Check-In Comments: |
| **SPECIAL CIRCUMSTANCES** only complete if it pertains to your situation |
| [ ]  **Request Deferral of Funds***Select this option if you want us to hold your funding for a semester/quarter. Subject to approval and not available to students with GPAs below 2.0.* Will you be enrolled in school? [ ]  Yes [ ]  No. If you will not be enrolled this Fall, please include a written explanation with this packet. |
| [ ]  **Request to be reconsidered for the Maisin scholarship because you were not enrolled for one or more academic terms this past year and/or failed to complete the 2016 Annual Renewal.**Attach a written explanation for your academic leave and/or failure to submit the 2016 Annual Renewal and specify your current enrollment or college re-entry plan. **You must also contact us to schedule a meeting prior to the renewal deadline.** |
| [ ]  **Extension Request** (only for students who have exhausted their scholarship)*For 5th or 6th year students graduating this coming Fall or Spring term and seeking additional funds. Subject to available funds and timely submission of all documents. Provide the following documents with your completed renewal application to be considered:** Letter from Department/Major Advisor stating your expected graduation date, on official letterhead
* Graduation/Degree Plan **signed by advisor** (outlining courses you’ve taken and remaining courses for degree completion)
* Copy of graduation application
* Class schedule
 |
| **Supplemental Award Recipients Additional Requirement**Provide a sample of your **graded** work, ideally an essay or academic paper of at least 2 pages in length and with comments from your professor or TA. We want to see evidence of your intellectual development and progress made toward your college goals. We also accept PowerPoint presentations if there is a graded script, and media/video pieces paired if they come with a report.  |
| **SCHOLAR SIGNATURE**  |
| **I certify that the above information is true and correct.**Student Name (print):      Student Signature (hand sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:      [ ]  Please contact me about internships at Maisin and other local community-based/college access organizations! |
| **For Maisin Office Use ONLY** |
| **Community College Scholars**Documents submitted:\_\_\_ Completed, signed app\_\_\_ Official transcript\_\_\_ Class schedule\_\_\_ Financial aid award letter\_\_\_ Essay\_\_\_ Resume\_\_\_ Educational Plan\_\_\_ Other documents requested:Counseling session completed: \_\_\_\_\_\_\_\_ (initials)Documents verified by: \_\_\_\_\_\_\_\_ (initials) | **Four-Year Scholars**Documents submitted:\_\_\_ Completed, signed app\_\_\_ Official transcript\_\_\_ Class schedule\_\_\_ Financial aid award letter\_\_\_ Essay\_\_\_ Resume\_\_\_ Other documents requested:Documents verified by: \_\_\_\_\_\_\_\_ (initials) | **Supplemental Award Recipients**Documents submitted:\_\_\_ Completed, signed app\_\_\_ Official transcript\_\_\_ Class schedule\_\_\_ Financial aid award letter\_\_\_ Graded work sample\_\_\_ Essay\_\_\_ Resume\_\_\_ Other documents requested:Documents verified by: \_\_\_\_\_\_\_\_ (initials) |
| **If student is transferring, the following must also be submitted:**\_\_\_ Admissions letter ­­\_\_\_ Financial Aid Summary \_\_\_ Student ID \_\_\_ Test Scores |