



THE COLLEGE WOMAN'S CLUB OF WESTFIELD

Furthering the Higher Education of Women Since 1917

October, 2024

The College Woman's Club of Westfield is proud to assist young women from Westfield who are graduating seniors in fulfilling their college aspirations. The 2025 scholarship application process is OPEN.

Please read the following guidelines carefully before completing the application. To apply for the College Woman's Club of Westfield Scholarship, you will need to submit:

- **Application Form:** Complete the application form in its entirety. Incomplete applications will not be reviewed. If you complete the form by hand, please use BLACK INK.
- **Common Application Form:** Please print and submit your Common App.
- **Personal Recommendation:** You must obtain and submit, in a sealed envelope, a personal letter of recommendation from someone in one of the following areas: academic, personal, or community (no relatives). For 2025, you may have the recommender email the recommendation to kluka@comcast.net with your name in the subject.
- **Teacher Evaluation Form:** Please submit a teacher recommendation.
- **High School Transcript:** Print and include your official High School transcript. Your name should be clearly visible on this document.
- **FAFSA:** Please print and submit your FAFSA form in a sealed envelope. For confidentiality, we require that this document be mailed NOT emailed.
- **Please deliver** your sealed envelope to the Guidance office at Westfield High School on or before March 10, 2025 or your application will not be considered.

This scholarship is open to young women graduating from high school who reside in Westfield New Jersey. Applicants must have lived in Westfield for more than 12 months to be eligible. Applicants must apply to a four year accredited college or university.



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The College Woman's Club of Westfield Scholarship Application

Name: _____

Address: _____

Phone: _____

Email: _____

ELIGIBILITY

Winners are selected based on **financial need and academic achievement** with heavy consideration also given to **character and leadership**. The candidate must be graduating from high school at the end of this current academic year and plan to enroll in a four-year college program commencing the next academic year. In addition, women who are presently matriculated into an undergraduate program may seek a one-year grant. Applicants must be Westfield residents for at least one year prior to applying. We encourage all young women to apply.

Completed applications with all documents listed below must be submitted by March 10, 2025 before 3:00 pm, to the Westfield High School Counseling Department Secretary. Applications missing documentation will not be considered.

- The College Woman's Club Scholarship Application Form with reference
- Printed copy of the Common Application including Personal Essay
- Printed copy of a teacher recommendation
- Complete Academic Transcript (provided by your high school or University*)
- Counselor's Letter of Recommendation (provided by your high school)

To assess financial need, we also **require these items** enclosed in a separate **sealed** envelope:

- FAFSA form available through the high school guidance office or online.
- Latest two years' tax returns including Schedules C and E, if applicable, from parent(s) and from the student, if filed.

**For current college student applicants, we require an official academic transcript and letter of recommendation from a faculty member.*

Both the FAFSA and tax return components are referred to an outside agent for assessment of financial need and are not reviewed by the scholarship committee. FAFSA and tax information is for the exclusive use of the independent analyst and is strictly confidential.

After initial review of applications, select candidates will be notified of the date and time of the mandatory interview with the selection committee. The interview will take place in April. Once the selection process is complete, each candidate will be notified of the committee's decision regarding her application. All winners will attend the College Woman's Club Annual Scholarship Dinner and Awards Ceremony to be held in May. Parents or guardians of honorees are invited to attend the awards presentations held immediately following the dinner.

Questions: Please contact cwc.westfield@gmail.com

PERSONAL REFERENCE

Please provide the name, address, phone number and preferred time of day to contact your reference. ***It is your responsibility to notify your reference that the Scholarship Committee will contact them by phone for comment.*** Select an adult who knows you through work, volunteerism, or extra-curricular activity, etc.

Name	Address	Phone	E-mail

FINANCIAL DATA

In order of preference, please list all colleges to which you have applied as well as your intended major and degree. Include the annual cost (tuition, room and board) plus any additional expenses.

***Please note that we will request finalists to also furnish copies of financial aid award letters from accepted institutions prior to interviews.**

Intended Major: _____ Degree: _____

College	Cost/Year
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Please list all scholarships for which you have applied.

Name of Scholarship	Amount
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

FINANCIAL DISCLOSURE

Please indicate the anticipated dollar amount you expect to have available each year for tuition, room and board, and books; and the sources of those funds.

Year 1 - Student-Source	_____	\$ _____
Parent-Source	_____	\$ _____
Year 2 - Student-Source	_____	\$ _____
Parent-Source	_____	\$ _____
Year 3 - Student-Source	_____	\$ _____
Parent-Source	_____	\$ _____
Year 4 - Student-Source	_____	\$ _____
Parent-Source	_____	\$ _____

Please explain any extraordinary expenses or circumstances:

SUMMER PLANS

Please indicate your plans for the upcoming summer, including earnings expectations. (Use back if additional space is needed.)

APPLICANT UNDERTAKING

In signing this application, I understand that I am releasing a copy of my high school transcript including grade point average and ACT/SAT scores to the scholarship committee. Also, should I be awarded funds through the College Woman's Club, I understand that to accept any scholarship funds, I must be a candidate for a baccalaureate degree.

Furthermore, I understand that I must maintain good academic standing to be eligible for College Woman's Club funds. I also understand that my academic progress must be substantiated through a college transcript to this committee each academic semester while receiving College Woman's Club funding. I understand that I must make arrangements for my transcript to be sent by the college registrar to the College Woman's Club no later than January 15th and July 1st of each academic semester.

Lastly, I attest that to the best of my knowledge, all information furnished in this application, including the FAFSA and tax returns, is true and complete and without exception. If I am an award recipient and do not conform to the policy requirements stated in this Applicant Undertaking, the College Woman's Club can assume that I am not interested in receiving the scholarship funds. I understand that the payments on my behalf will be terminated.

SIGNATURES

Signature of Applicant

Date

Signature of Parent or Guardian (Father/Guardian)

Date

Signature of Parent or Guardian (Mother/Guardian)

Date