Through the generosity of donors, the Minnesota State College-Southeast Technical Foundation is able to offer scholarships each year. For these competitions, scholarships can range in amount from $100 to $2,500, and eligibility requirements have been established by the donors and the Foundation’s Scholarship Committee. Examples of eligibility requirements for specific scholarships may include the following: that the applicant is enrolled in a particular program, be enrolled at a specific campus, be enrolled for a certain number of credits, maintain a certain GPA, be a recent high school graduate or a returning/non-traditional student.

Applications only need to submit one scholarship application. The Scholarship Committee will consider the applicant for all the scholarships for which he/she is eligible. Awards are applied to student accounts.

Scholarship Application Deadlines

You may complete the attached application and submit it at anytime to the Foundation Office.

- Applications received and/or postmarked on or before June 1st will be submitted for our Fall semester competition. Notification of these awards will occur approximately August 15th.
- Applications received and/or postmarked on or before September 30th will be submitted for our Spring semester competition. Notification of these awards will occur approximately November 15th.

General Requirements for all scholarships

- Applicants must be enrolled or have applied for admission at Southeast Technical.
- The applicant must document her/his eligibility by submitting a fully-completed application as instructed.
- Current students must be in good standing with the college.

A complete scholarship application consists of:

- Parts 1-3: Application Form, Narrative and Recommendations
- Official Transcripts (An official transcript needs to be marked official and should be in a sealed envelope when you receive it from your counseling or registrar’s office)
- All parts must be submitted as one packet to the Committee in order to be considered for a scholarship. Specific instructions for completing each part are outlined in the application itself.

You need to submit the transcript from the institution you most recently attended.

- If you are a current Southeast Tech student with at least one semester completed and an established GPA, submit your Southeast Tech transcript.
- If you are a high school student or a recent high-school graduate with less than a semester completed at Southeast Tech, submit your high school transcript.
- If you attended a college other than Southeast Tech, submit the transcripts from that college.
- If you have obtained a GED certificate and have not attended any other college or university, you must submit a copy of your GED certificate.

Please note: If submitting a transcript from an institution other than Southeast Technical, we CANNOT use your transcripts submitted to SE Tech admissions as your scholarship transcripts, we do need a second, separate copy submitted with your scholarship application.

It often takes time to get letters of recommendation and official transcripts. If you are planning to apply for a scholarship, we encourage you to contact the registrar’s office at the college or your high school as soon as possible to order a transcript, and to ask the people writing recommendations for you to do so as soon as possible. Late or missing transcripts and recommendations are the most common reason quality scholarship applications get rejected.

Submitting Applications

Mail the entire application packet to: Foundation Office
Minnesota State College - Southeast Technical
1250 Homer Road, Winona, MN 55987

Or, drop off your packet at the Tandeski Center on the Winona campus.

The Foundation staff is happy to answer questions about the application process. If you have any questions, please contact: Casie Johnson: Phone: 507-453-2663 or email: ejohnson@southeastmn.edu
Chris Schabow: Phone: 507-453-1423 or email: cschabow@southeastmn.edu

Rev - Mar 2015
# Scholarship Application Form

**Minnesota State College - Southeast Technical Foundation**

Please provide the information requested below by completing the blanks and checking appropriate boxes for each category relevant to your application(s). **ALL INFORMATION MUST BE PROVIDED TO BE ELIGIBLE FOR SCHOLARSHIPS.**

## PERSONAL/DEMOGRAPHIC INFORMATION

<table>
<thead>
<tr>
<th>Full Legal Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First</strong></td>
<td><strong>Middle Initial</strong></td>
</tr>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td><strong>City</strong></td>
<td><strong>County</strong></td>
</tr>
<tr>
<td>Telephone (with area code):</td>
<td>Email address:</td>
</tr>
</tbody>
</table>

Please complete the following information **needed for identification purposes only (the below information will not be shared):**

<table>
<thead>
<tr>
<th><strong>Southeast Tech ID #:</strong></th>
<th><strong>Date of Birth:</strong></th>
<th><strong>Last 4 digits of Social Security #:</strong></th>
</tr>
</thead>
</table>

Please check the following information (optional):

- **Gender:**
  - Female
  - Male

- **Ethnicity:**
  - Caucasian (Non-Hispanic)
  - African American (Non-Hispanic)
  - American Indian
  - Alaskan Native
  - Hispanic
  - Asian or Pacific Islander
  - Other

Do you volunteer or participate in community service? If so, please elaborate in section two, question #4.

- [ ] Yes
- [ ] No

Where?

Do you belong to any social or service clubs? If so, please elaborate in section two, question #4.

- [ ] Yes
- [ ] No

Where?

Are you a veteran, active member of the military or reserve? If so, please elaborate:

- [ ] No
- [ ] Active
- [ ] Veteran
- [ ] Reserve

**Branch/status?**

## FINANCIAL INFORMATION

- Are you a recent high school graduate?
  - [ ] Yes
  - [ ] No
  - Date graduated/will graduate:

- Are you employed outside the home?
  - [ ] Yes
  - [ ] No
  - Number of hours per week worked:

- Have you applied for financial aid?
  - [ ] Yes
  - [ ] No

## PROGRAMMATIC INFORMATION

**Campus and program you will be enrolled at:**

<table>
<thead>
<tr>
<th><strong>Campus</strong></th>
<th><strong>Program</strong></th>
<th><strong>Anticipated Graduation Date?</strong></th>
</tr>
</thead>
</table>

**What semester of your program will you be in?**

(for example – 1st year/2nd sem or 2nd year/1st sem, etc.)

**How many credits per semester will you register for?**

(Many times this is required for certain scholarships so please be as accurate as possible)

- [ ] Yes
- [ ] No

**Are you a member of Phi Theta Kappa (PTK)?**

- [ ] Yes
- [ ] No

**How did you hear about SE Tech scholarships?**

If you receive a scholarship, may the college publish your name in Southeast Tech and/or regional media?

- [ ] Yes
- [ ] No

If you receive a scholarship, please plan on attending the scholarship awards banquet. In many cases, the donor/sponsor of the scholarship will be at the ceremony to meet you. Your attendance is very important to us. The banquets will be held in the spring of each academic year. You will be notified of the date in your award letter should you receive a scholarship.

**Applicant’s Signature:** ___________________________  **Date:** ___________________________
INSTRUCTIONS:

There are four questions that you are required to answer to be considered for a scholarship. This section provides the Scholarship Committee with specific information about you to determine how well you meet scholarship criteria. For this reason, and because this is a competitive process, you are encouraged to be thorough in your answers.

Please use a separate piece of paper for your answers to the questions. Simply label your document “Part 2” with your name at the top. Then, number each of your responses to correspond to the number of the question. You are encouraged to use a computer to complete the narrative to ensure that it is readable. If you do not have access a computer, public libraries most likely will have one available.

1. Professional Goals/College Choice - 150 words or less (0-3 points)

Please describe the professional goals you would like to achieve in two to four years. If you are enrolling in a particular program, tell us why you have chosen this course of study. If you are enrolling in a general program, please tell us how this will help you meet your goals. Also, please tell us why you chose Southeast Technical for your education and training.

2. Financial Need - 100 to 300 words (0-5 points)

Please describe your particular circumstances regarding financial need and the impact the scholarship will have upon your situation. Applicants should discuss whether or not they intend to work while attending Southeast Technical.

Suggested situations to highlight would be your current and previous work experiences and discuss how you have saved or prepared for the cost of college, how you blend family life with work and school, your individual family living situation, and other ways in which your work experiences influence your need. For example, do you work full-time or part-time outside of school, do you have children and a family to support, do you have extraordinary expenses, etc.?

3. Accomplishments (Personal, Professional and Academic) - 100 to 200 words (0-4 points)

Please describe your personal, professional and/or academic accomplishments of which you are most proud. This is particularly important for some of the scholarships we award. This can be, but isn’t limited to, organizations/activities outside of school in which you have participated, leadership positions you have held in organizations, academic and other awards received, etc.

4. Community Involvement - 100 to 200 words (0-4 points)

Please describe your involvement in community related activities or groups. This would include community volunteering or service that is either formal or informal and is done in consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community members. This is particularly important for some of the scholarships we award.

5. Phi Theta Kappa (PTK) – for members or those applying to PTK chapter only – 100 to 200 words

Briefly describe your involvement volunteering in PTK, the campus and the community. -
INSTRUCTIONS:

To Applicant:

Two recommendations are required for each scholarship application. Please consider your references carefully as those individuals provide key information to the committee on how well you meet scholarship criteria. Two forms are enclosed here. Please pass one form to each person you are asking to recommend you. Please explain that the form should be completed entirely and returned to you in a sealed envelope. Both recommendations should be included in your application packet. Recommendations from family members, spouses or significant others are not acceptable. If you are a high school student, you must have a recommendation from one of your high school teachers, counselors, or employer.

To Reference:

Please provide all of the following information and return this form to the applicant in a sealed envelope.

RECOMMENDATION FOR: ____________________________________________

Scholarship Applicant

1. PLEASE INDICATE YOUR RELATIONSHIP TO THE APPLICANT:

☐ Teacher/Instruction/Counselor ☐ Employer/Supervisor ☐ Other ___________________

(please circle one) (please circle one) (please identify)

2. PLEASE NOTE HOW LONG YOU HAVE KNOWN APPLICANT: _____________________________

(please indicate years or months)

3. I recommend the applicant because:

(you may submit a separate letter if you prefer or attach additional information to this form)

____________________________________________________________________________________________

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____________________________________________________________________________________________

Please print your First and Last Name: ____________________________________________

Signed: ____________________________ Date: ____________________________

Please return to Applicant in sealed envelope.

THANK YOU from the Foundation Scholarship Committee
PART 3
Scholarship Recommendations
Minnesota State College - Southeast Technical Foundation

INSTRUCTIONS:

To Applicant:

Two recommendations are required for each scholarship application. Please consider your references carefully as those individuals provide key information to the committee on how well you meet scholarship criteria. Two forms are enclosed here. Please pass one form to each person you are asking to recommend you. Please explain that the form should be completed entirely and returned to you in a sealed envelope. Both recommendations should be included in your application packet. Recommendations from family members, spouses or significant others are not acceptable. If you are a high school student, you must have a recommendation from one of your high school teachers, counselors, or employer.

To Reference:

Please provide all of the following information and return this form to the Applicant in a sealed envelope.

RECOMMENDATION FOR: ________________________________ Scholarship Applicant

1. PLEASE INDICATE YOUR RELATIONSHIP TO THE APPLICANT:

☐ Teacher/Instructor/Counselor ☐ Employer/Supervisor ☐ Other ____________________

(please circle one) (please circle one) (please identify)

2. PLEASE NOTE HOW LONG YOU HAVE KNOWN APPLICANT: _____________________________

(please indicate years or months)

3. I recommend the applicant because:

(you may submit a separate letter if you prefer or attach additional information to this form)

____________________________________________________________________________________________
___________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Please print your First and Last Name: _____________________________________________________________

Signed: ___________________________________________ Date: ________________________________

Please return to Applicant in sealed envelope.

THANK YOU from the Foundation Scholarship Committee
For more information, please visit the web at: http://www.southeastmn.edu/scholarships or email cjohnson@southeastmn.edu.

Please be assured that you will be considered for all scholarships that you qualify for. There is no need to apply for specific scholarships.

Thank you.