

# **Tom Chambers/Lhoist North America Scholarship Guidelines**

## **Scholarship Terms & Conditions**

The Tom Chambers/Lhoist North America Scholarship Program awards one annual scholarship up to four years, not to exceed one thousand dollars (\$1,000) per semester for payment towards tuition & books. The Scholarship Award is to be used for a high school senior who has been accepted and enrolled in a two or four year accredited college or university. Verification of enrollment is required for eligibility and the scholarship award will be paid directly to the institution. Scholarships will not be paid directly, nor reimbursed to an award recipient.

## **Eligibility**

Eligible recipient will meet the following guidelines:

- A graduating senior.
- Most deserving based on a financial need.
- Has shown a commitment to the local community, extra-curricular activities, strong work ethic and accomplishments with high moral integrity.
- Has a desire to advance their education opportunities.

## **Application Requirements**

If the student meets the eligibility requirements, he or she must submit the following:

1. **Short Essay**: Explain why you feel you should be selected to receive the scholarship, please include financial hardship, desire to improve through education, and any additional information you would like to add.
2. **Resume**: Provide a resume describing jobs held (if applicable), organizational membership, academic achievements, and a personal statement that provides career goals and the desire to contribute to the community, please include a contact number as well.
3. **High School Transcripts**: An official sealed high school transcript from the previous three academic school years.
4. **Letters of Recommendation**: Please provide 2 letters of recommendation from school teachers or supervisors (if employed). (Letters from parents or family members will not be considered).
5. **SAT/ACT Tests**: Results from the most recent SAT or ACT test.
6. **Tax Return**: Previous year tax return from supporting parents.

## **Selection**

A recipient will be chosen by the Scholarship Committee. The scholarship recipient will be notified in writing of their selection and provide instructions on how to receive the scholarship.

## **Payment of Scholarship**

Scholarship recipients should request funds from Lhoist NA, Human Resources Department, P.O. Box 985004 ,Fort Worth, TX 76185 (Telephone: (817) 732-8164 , extension 1644) each semester. Additionally, the payment will be made to the college/university upon receipt of the prior semester grades and course completion.

### **SCHOLARSHIP NOTES**

- Scholarship funds are paid twice yearly (typically spring/fall semesters)
- Maximum of \$1,000 per semester. If costs are less than \$1,000, then the actual cost is reimbursed.
- In order for the student to receive the initial scholarship funds (first semester freshman), the student must provide:
  - 1) A copy of their registration receipt (courses and cost)
  - 2) The name and address of Registrar's office at the college/university to process scholarship payment
  - 3) Student name
  - 4) Social Security number or Student ID#
  - 5) Fall/Spring semester (indicate which semester)
- To receive the additional semester funds, a student must provide:
  - 1) A copy of his or her grades from the previous semester
  - 2) A registration receipt for the second semester showing credits to be earned
  - 3) Scholarship recipient must maintain a C+ (2.33 GPA) grade average and at least twelve (12) semester hours. Failure to do so would be grounds for termination of the scholarship and forfeit the ability to reapply to the scholarship program.

**Checks will not be sent automatically.** Students must send their request and information to the Fort Worth Benefits Department for processing.

**\*\*\*VERY IMPORTANT\*\*\***

Many colleges and universities have strict guidelines on scholarship funds.

A new scholarship recipient should contact the Scholarship Office, Financial Aid/Registrar's Office to obtain correct information on their university's specific requirements.