

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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September 27, 2011

**TO:** Financial Aid Directors  
Real Estate Education Coordinators

**FROM:** Jeff Spano, Dean  
Student Services and Special Programs

**SUBJECT:** 2011-2012 California Real Estate Endowment Fund  
Scholarship Program

**Synopsis:** The Chancellor's Office is pleased to announce the availability of 2011-2012 Real Estate Endowment Fund Scholarships for community college students. These awards are available for academically able students who need financial assistance to help meet costs related to enrollment in community college real estate education programs. Eligible students are those majoring in Real Estate, or if a Real Estate major is not offered by the college, those majoring in Business Administration with a concentration in Real Estate.

Maximum scholarship awards are \$400 each semester (or the quarter equivalent), not to exceed \$800 for the academic year. Awards may be given to part-time and full-time students who have completed at least one college-level real estate course with a grade of C (2.0) or better prior to applying for the scholarship. The campus financial aid director or scholarship coordinator is responsible for determining student eligibility for the scholarships and will initiate funding of the award upon the submission of the Real Estate Scholarship Application by the student.

Although the Real Estate Scholarship Program has proven to be a resounding success, the total amount available for our scholarship awards will continue to be limited to the amount of interest income generated by the Real Estate Education Endowment Fund. It is estimated that approximately \$30,000 will be available to fund scholarships for the 2011-2012 year. That amount will fund approximately 35-55 scholarships statewide, depending upon the amount awarded.

Due to the limited amount available for the 2011-2012 academic year, please be advised that the Chancellor's Office will fund the Real Estate Scholarships on a first-come, first-served basis. Consequently, based upon the number of scholarship applicants recommended for awards, funding most likely will be exhausted prior to the arrival of the deadline date.

Scholarship selection criteria have remained unchanged and include low-income/disadvantaged status, grade point average (GPA) and declared interest in real estate as a career path. Specific eligibility criteria are delineated in the Real Estate Scholarship Program Guidelines.

**Related Documents:** The following is a link to the documents used in the Real Estate Endowment Fund Scholarship Program, which include::

- Real Estate Scholarship Program Guidelines
- Real Estate Scholarship Application
- Checklist for real estate scholarship files
- Real Estate Scholarship Invoice
- Copy suitable for printing publicity posters

<http://www.cccco.edu/ChancellorsOffice/Divisions/StudentServicesandSpecialPrograms/StudentFinancialAssistancePrograms/RealEstateScholarshipProgram/tabid/684/Default.aspx>

The Title 5 regulations governing the Real Estate Endowment Fund have remained unchanged and were distributed in prior years. If a copy is needed, please contact Terence Gardner, Student Financial Assistance Programs, Chancellor's Office (see contact information below).

**Application Process:** The scholarship application period is set for September 8, 2011-March 15, 2012, by which students must submit their Real Estate Scholarship Application to their local college Financial Aid Office. The Financial Aid Office must determine eligibility and forward the Real Estate Scholarship Invoice to the Chancellor's Office to be received by March 31, 2012. Additionally, each college will be limited to recommending the awarding of no more than eight (8) Real Estate Scholarship recipients.

The application, letter of recommendation, and academic transcript to verify grades and courses enrolled/completed must be retained in college files for each scholarship recipient. A checklist is included to help monitor the required documentation.

In order to facilitate the processing of the scholarship applications, it is necessary that verification of the first 3-unit real estate class completion and a copy of the current term real estate course enrollment verification accompany the Scholarship Invoice and a copy of both sides of the Scholarship Application. These must be submitted to the Chancellor's Office on or before the deadline date. Upon receipt of these documents, the Chancellor's Office will submit a claim for payment to the State Controller. The State Controller's Office will mail the check to the college within four-to-six weeks after it receives the claim.

**Action Requested:** Please publicize the availability of the Real Estate Endowment Fund Scholarships to all interested students majoring in Real Estate. A link to the application materials will also be shared with real estate education coordinators. You may duplicate as many copies of the Scholarship Application, Scholarship Files Checklist, Scholarship Invoice and Scholarship Poster as needed.

Due to the limited funding available, remember to advise students to apply early.

**Contact:** Please contact Terence Gardner, Student Financial Assistance Programs at [tgardner@cccco.edu](mailto:tgardner@cccco.edu) or (916) 322-7412 if you have questions.