

## 2017 - 2018 Community College Real Estate Endowment Fund Scholarship Application

Application Filing Period: September 1, 2017 – April 30, 2018

New Applicant      Renewal Applicant

1. Name: \_\_\_\_\_  
Last First Middle Initial

2. Student ID Number: \_\_\_\_\_

3. Home Address: \_\_\_\_\_  
Number Street

\_\_\_\_\_  
City State Zip

4. Telephone Number: (    ) \_\_\_\_\_

5. Gender:     Male     Female

6. Estimated number of real estate units to be enrolled/completed: \_\_\_\_\_  
Fall 2017 Spring 2018 Summer 2018

7. College to be attended during 2017-2018 academic year: \_\_\_\_\_

8. Major: \_\_\_\_\_      9. Educational Objective:     AA/AS     Real Estate Certificate

10. Estimated Completion Date for above: \_\_\_\_\_  
Month/Year

11. Do you anticipate transferring to a four-year college upon completion of your educational objective above?  Yes  No

*If yes, give name of the four year college (if known):* \_\_\_\_\_

12. Ethnic Identity (this information is voluntary):

- |  |                                      |  |
|--|--------------------------------------|--|
| 1. <input type="checkbox"/> Native American  | 3. <input type="checkbox"/> Hispanic | 5. <input type="checkbox"/> White        |
| 2. <input type="checkbox"/> African-American | 4. <input type="checkbox"/> Asian    | 6. <input type="checkbox"/> Other: _____ |

13. Have you completed at least one three-unit, college-level real estate course with a "C" (2.0) average or higher?

Yes     No

14. **Financial Information:** All applicants must complete and submit the 2017-2018 Free Application for Federal Student Aid (FAFSA) to the college's financial aid office prior to applying for this scholarship.

15. **Letter of Recommendation:** A letter of recommendation is required from a Real Estate Department Instructor. Please attach the letter to this application. **Also, attach a copy of your current semester Real Estate course enrollment verification and a copy of verification of completion of your first 3-unit Real Estate course.**

16. Have you ever been convicted of a misdemeanor or felony?  Yes     No  
*(You may omit traffic citations which do not constitute a misdemeanor or felony.)*

17. Are there criminal charges pending against you at this time?  Yes     No

18. Have you ever had a denied, suspended, restricted or revoked business or professional license (including real estate) in California or any other state?

Yes     No

If you answered **No** to questions 16, 17, and 18, skip to the Certification section. If you answered **Yes** to any of these questions, you will have to submit a written explanation/documentation to the California Department of Real Estate. The Department of Real Estate will review your explanation/documentation and determine whether you are eligible for the scholarship. If all scholarship funds have been exhausted prior to a returned favorable response from the Department of Real Estate, you may not be funded for this year's scholarship. Be advised that these questions also appear on the Real Estate Sales License application and a positive response could cause the applicant to be denied a sales license upon application to the Department of Real Estate.

## CERTIFICATION

All of the information on this form is true and complete to the best of my knowledge. I hereby give the community college permission to release this information to any agency necessary for the processing or funding of my aid application. In completing this application, if I have indicated an intention to transfer to any California State University (CSU) campus at a future date, I give permission to the California Community Colleges Chancellor's Office to release my name and address to the CSU system so that I may receive information on the CSU Real Estate Scholarship Program.

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Student Signature

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Date

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Parent Signature (Dependent Students Only)

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Date

### *California Information Privacy Act*

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. The Chancellor's Office policy and the policy of the community college to which you are applying for aid authorize maintenance of this information. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them.

The officials responsible for maintaining the information contained on this form are the financial aid administrators at the institutions to which you are applying for financial aid. The SSN may be used to verify your identity under record keeping systems established prior to January 1, 1975. If your college requires you to provide an SSN and you have questions, you should ask the financial aid officer at your college for further information. The Chancellor's Office and the California community colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership or any other legally protected basis. Inquiries regarding these policies may be directed to the financial aid office of the college to which you are applying.

**After completion, submit application and supporting documentation to the  
campus Financial Aid Office for processing**

**2017-2018**  
**Checklist for Real Estate Endowment Fund Scholarship Files**

*For Financial Aid Office Use Only*  
*(All documents to be retained in student file)*

Student Name: \_\_\_\_\_  New Applicant

Student ID Number: \_\_\_\_\_  Renewal Applicant

**Check off as the applicant's information is received or verified.**

- Completed Scholarship application
- Enrollment status verification from Admissions/Registrar's Office
- Determination of financial need through completion of the FAFSA
- Letter of recommendation from Real Estate Instructor
- Transcript verification of completion of one 3-unit Real Estate course with grade of "C" (2.0) or higher in a term *prior* to being awarded a scholarship.
- Verification of enrollment or completion of six units (or the quarter equivalent) of Real Estate classes for each semester/quarter to be funded.
- Transcript verification of a cumulative minimum GPA of 2.0 in all college work.

**Declared Major:**

- Real Estate
- Business Administration (with concentration in Real Estate, if Real Estate major is not offered at college)

*Students with undeclared majors are not eligible for this scholarship.*

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**-To be signed by a financial aid official and kept with each applicant's file:**

*I certify that I have received and verified the above items for the student identified above.*

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## 2017-2018 REAL ESTATE ENDOWMENT FUND SCHOLARSHIP PROGRAM GUIDELINES

### Participating Community Colleges Must Recognize and Adhere to the Following Guidelines:

#### Scholarship Funding Limitations

The Real Estate Endowment Fund Scholarship Program will provide approximately \$48,000 in scholarship funds in 2017-2018, for a total of approximately 60-75 scholarships statewide.

The Real Estate Scholarship is **non-competitive in nature**. To receive an award, applicants will simply need to complete the application and meet the eligibility requirements. Because of limited funds the Foundation will fund these scholarships on a *first-come, first-served* basis.

Scholarships are limited to a maximum of \$400 per semester, adjusted proportionately for quarter term schools, not to exceed a total of \$800 per academic year.

Scholarships are only available for those semesters/quarters in which the student is taking 6 units of Real Estate courses.

Scholarships may be used to cover the cost of fees, books, and supplies and other related educational expenses.

#### Scholarship Application Period

The Scholarship Application filing period **will begin on September 1, 2017**. Because scholarship funds are limited, students and colleges are encouraged to file as quickly as possible.

The **final deadline for students** to submit scholarship applications to financial aid offices is **April 30, 2018**.

The **final deadline for financial aid offices** to verify eligibility and submit scholarship invoices is **April 30, 2018**.

#### Student Eligibility Requirements

- Applicants must be Real Estate education majors or, if the college does not offer a Real Estate majors, Business Administration majors with a concentration in Real Estate.
- Applicants must satisfactorily complete at least one three-unit college course in Real Estate with a grade of C (2.0) or higher **prior to** applying for the scholarship.\*

*\*Please Note: The "non-Real Estate courses" permitted below **will not satisfy** this requirement.*

- Applicants must be enrolled in and complete six (6) semester units of Real Estate courses, or the quarter equivalent, for each term awarded. In addition to those courses specifically labeled by the college as Real Estate courses (e.g., RE 52, RE 56, RE 57, etc.), students may also be enrolled in the following "**non-Real Estate**" courses: General Accounting, Business Law, or General Economics.\* However, they must already have met the three-unit Real Estate course requirement noted in the bulleted item above.

*\* Please Note: While Accounting and Economics offer two-part courses (e.g., Acct 1A/1B or Econ 1A/1B), only one course per term from each discipline will be counted toward the Real Estate requirement.*

Applicants must apply for financial aid using the Free Application for Federal Student Aid (FAFSA) and must be determined to have financial need by the Financial Aid Office.

Applicants must submit a letter of recommendation from a Real Estate instructor with the scholarship application.

**After filing the FAFSA applicants must submit their Real Estate Endowment Fund Scholarship Applications to the campus Financial Aid Office along with a copy of the letter of recommendation, for processing.**

*Please Note: Applicants who have been convicted of a misdemeanor or felony or have criminal charges currently pending or who have had a business or professional license denied, suspended, restricted or revoked, must have their scholarship eligibility approved for funding by the state Department of Real Estate. Such applicants must submit a written explanation/documentation so that the information can be forwarded to the Department of Real Estate for a determination. This may result in the application not being funded if the scholarship funds have been exhausted prior to a returned favorable response from the Department of Real Estate. Be advised that these same restrictions appear on the Real Estate Sales License application and, depending on the circumstances involved, could cause the sales license to be denied when the applicant submits a sales license application.*

### **College Scholarship Verification Requirements**

The Financial Aid Director or designated college official must review each scholarship application and determine whether the applicant(s) meet the above-listed program eligibility requirements prior to submitting the 2017-2018 Real Estate Scholarship Fund Invoice. The Financial Aid Director or designated college official must maintain a record of the application and related application and eligibility materials for each applicant claimed on the Real Estate Scholarship Application Fund Invoice.

### **College Scholarship Disbursement Procedures for Financial Aid Offices**

To initiate award requests, the college must submit the 2017-2018 Real Estate Scholarship Fund Invoice form. Whether the college applicants are actually funded will depend on the availability of funds at the time the invoice is received by the Chancellor's Office. As stated above, scholarships are awarded on a *first-come, first-served* basis, even those submitted prior to the deadline. So, it is critical that colleges submit their invoices as quickly as possible.

Prior to check disbursement, colleges must verify that the applicant is currently enrolled in 6 units of Real Estate classes, meets the minimum cumulative GPA of 2.0, and has completed the required Real Estate units in a prior term.

Awards may be initiated for the entire academic year based upon the student's anticipated enrollment and performance. However, disbursements must be made by semester/quarter, based upon verification of program criteria. All course work for which a Real Estate award was previously disbursed must be successfully completed before future disbursements can be released.

If a college initiates a scholarship award for the entire academic but the student is subsequently determined to be eligible for only one semester/quarter, the award must be prorated and the balance returned to the Chancellor's Office. *(For example, in September '14 the college submits an invoice for \$800 for Fall '17 and Spring '18 semesters. The student completes 6 Real Estate units with a 2.0 cumulative GPA for Fall. However, although originally enrolled for 6 Real Estate units for Spring, at the time of Spring check disbursement, the student had dropped one class and was only enrolled for 3 Real Estate units. The student is only eligible for the \$400 award for Fall. The remaining \$400 intended for the Spring semester must be returned.)*

### **Scholarship Renewals**

Applicants must reapply each year. Students can continue to receive a scholarship award, provided they continue to meet the eligibility criteria.