

2009-2010
Checklist for Real Estate Scholarship Files

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

Student Name: _____ New Applicant

Student ID Number: _____ Renewal Applicant

Info for all applicants (check off as information has been received)

- Scholarship application
- Enrollment status verification from Admissions/Registrar's Office
- Verification of financial income and/or eligible disadvantaged status
- 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 *prior* to being awarded a scholarship. **(Verification of course completion must accompany Scholarship application/ invoice sent to the Chancellor's Office.)**
- Verification of enrollment or completion of six units (or the quarter equivalent) of Real Estate classes for each semester/quarter to be funded. **(A copy of the current term Real Estate class enrollment verification is to be sent to the Chancellor's Office along with the Scholarship application and invoice.)**
- Transcript verification of a cumulative minimum GPA of 2.0 in all college work.

Declared Major (Only these two types are eligible for funding)

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

(A document or statement signed by Financial Aid staff person with verification of applicant's major is to be sent to the Chancellor's Office along with the Scholarship application and invoice.) *Students with undeclared majors are not eligible.*