

HAEOP

Houston Association of Educational Office Professionals

President, Claudia McDaniel
Secretary, Cindy Bentley

Vice-President, Tijawanda Lowder
Treasurer, Mardee Lee



Dear Student,

Thank you for your interest in applying for the Houston Association of Educational Office Professional's Scholarship Award.

To qualify, an applicant:

1. Must be a graduating high school senior who has applied for admission to an institution of higher education.
2. Is suggested to have taken one-business course, but this is not a requirement.
3. Must complete an application and provide supporting materials as follows:
 - a. Candidate's Application
 - b. Transcript (to include class records through first-semester senior year)
 - c. Two letters of recommendation from teachers describing the student's activities, leadership record, character, personality, initiative, and financial need.
4. Must submit all material to the counselor/advisor of the high school by **Friday, March 14, 2025.**
5. **An acceptance letter from the institution will be required to obtain the Scholarship. The checks will include the student's name and institution name.**
6. **A combination of need and academic ability will be used to determine scholarship fund winners**

The HAEOP scholarship committee will be responsible for selecting the students from each high school to receive the HAEOP scholarship. The counselor may make recommendations as to a suitable scholarship recipient, but the committee will make the final decision.

All scholarships must be obtained, and the student must be enrolled in a school by the second week in December, 2025. If not awarded, then the award will be forfeited to the HAEOP scholarship fund.

All applicants will be notified of their selection status by mail. No later than May 1st.

Again, thank you for your interest in HAEOP's scholarship award for the 2025-2026 school year. We wish you the best in your pursuit of a higher education.

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Application Packet Check-List

In order to be considered for the HAEOP scholarship, the packet should include the following (including this checklist):

_____ Completed HAEOP Scholarship application

_____ Two letters of recommendation

_____ Your most recent transcript in a sealed envelope.

Return this completed packet to your counselor on or before **March 14, 2024**. Applications **will not** be accepted or considered after this date.

Before taking your application to the counselor's office, place an X in the space above to indicate that each required part of the application has been included in the envelope.

Deadline: March 14, 2025
NO EXCEPTIONS

**Houston Association of Educational Office Professionals
Scholarship Application**

Name: _____

Address: _____
Street City State Zip Code

Telephone #: _____

School: _____

Legal Guardian/Parent's Name: _____

What types of activities, clubs and services have you participated in during your high school years?

What awards or honors have you received?

Future Plans:

Intended College Major: _____

Possible Career Choice: _____

Which College will you be attending: _____

Reasons for Scholarship Application:

Why do you think further education is important?

What is the most important contribution you have made to society thus far in your life?

Have you applied for other scholarships? If so, list the scholarship name(s) and award status.

PLEASE INCLUDE LATEST TRANSCRIPTS

INCLUDE 2 TEACHER RECOMMENDATION

**Please Print, Sign and Return Completed
application to: Counselor Secretary
At your High school**

**Or return to Tijawanda Lowder:
HC WIN Academy, 215 Scott Blvd, Warner
Robins, Ga 31088 (Pony # 0116)
on or before March 15, 2024**

I HEREBY ATTEST to the accuracy of the information I have included in this application and give my permission for the use of my information in media releases, I understand my full application may be reviewed by members of various selection of HAEOP committee members.

SIGNATURE

DATE