



COMPUTER ARTS SCHOLARSHIP PROGRAM ELIGIBILITY AND APPLICATION PROCEDURES

BASIC ELIGIBILITY REQUIREMENTS

- ⇒ The CAI Scholarship Program is for current Computer Arts, Inc. Employees and their dependent family members (spouse/children). Adult children may be eligible if claimed on the sponsoring employee's tax return.
- ⇒ The applicant or the applicant's sponsoring employee must have at least one (1) year of full-time service to CAI prior to the application date. No additional consideration is given for service beyond the minimum requirement.
- ⇒ The applicant must be at least a college freshman by the fall semester of the application year.
- ⇒ All applicants must have at least a 3.0 cumulative grade point average (CGPA) un-weighted on a 4.0 scale. Current college freshmen must have a minimum 3.0 GPA for the previous fall semester.
- ⇒ All applicants must be current high school seniors or college students working toward an accredited degree and enrolled in a two or four year undergraduate, graduate or postgraduate program.
- ⇒ Applicants who are dependents must be full-time students. Applicants who are CAI employees may be part-time students.

APPLICATION AND NOTIFICATION PROCEDURES

- ✓ All applicants must submit a complete application package postmarked no later than **July 31 of the application year**. All applications **MUST** include two self-addressed #10 envelopes with pre-paid postage each. **It is the applicant's responsibility to ensure the application package is complete and on time.** This includes transcripts sent directly by a school. CAI does not notify applicants when items are missing. Applications with items missing after the deadline has passed are considered incomplete. **Incomplete or late applications will not be considered or acknowledged.**
- ✓ An acknowledgement receipt will be sent to eligible applicants who submit a complete application by the deadline. Processing and mailing of receipt letters may take up to 4 weeks after the deadline. Applicants desiring earlier confirmation of delivery should use a mailing service that provides delivery confirmation.
- ✓ **Applicants will be notified of their final status by August 31 of the application year.** Please be aware that the CAI Board of Directors will make every effort to deliberate and provide final results prior to the start of the school year, however, unavoidable delays may occur.

MAILING INFORMATION

- ✉ Place all of the required materials, unfolded, in the same 9" x 12" (or larger) envelope.
- ✉ **No Staples, No Paper Clips, No Folding.**
- ✉ Mail the complete application package to:
CAI Scholarship Program
320 SW 5th Ave.
Meridian, ID 83642
- ✉ Applicants desiring immediate confirmation of delivery should use a mailing service that provides delivery confirmation.
- ✉ **Make sure your application package is postmarked no later than July 31 of the application year.**



COMPUTER ARTS SCHOLARSHIP PROGRAM APPLICATION FORM

PLEASE CHECK THE BOXES TO ENSURE YOUR APPLICATION PACKAGE IS COMPLETE:

- This CAI Scholarship Application Form:** A photocopy of the scholarship application form is acceptable.
- Essay:** Typed, double-spaced, essay **not exceeding two pages** on the topic: **Why is obtaining a higher education important to you? Explain: What difference you intend to make in our society after obtaining this education and how you intend to apply your learning to a successful career.**
- Written Recommendation and Character Reference:** Please submit three written recommendation letters including one character reference from a supervisor, coworker, community leader, teacher or counselor. **This must be submitted with application package.**
- Transcript:** The transcript must show a cumulative GPA of 3.0 or higher. A State Board of Education approved transcript or equivalent is required; photocopies of transcripts are acceptable.
 - *High School Seniors:* Submit full high school career transcript that includes all grades.
 - *College freshmen* Submit a transcript that verifies at least a 3.0 for the most current semester.
 - *Applicants not currently enrolled:* Submit a transcript from the last school attended.
 - *All other applicants* Submit full post-secondary career transcripts that include all grades.
- Check here** if your transcript is being mailed directly by the school. Transcripts must be postmarked by the application deadline of July 31 of the application year. **It is the responsibility of the student to ensure separately mailed transcripts arrive on time.** An official transcript is not required; photocopies of transcripts are acceptable.
- List and Briefly Describe Awards, Extracurricular and Community Service Activities:** Please provide this list on a separate typed page. Provide enough information so that the Board of Directors will understand your accomplishments. **Include relevant dates and average time spent at each activity.**
- Briefly describe what you would intend to use this scholarship for:** (i.e. Books, Tuition, Room & Board, other, etc...)
- Copy of ACT, SAT or Other Examination Scores:** This is required for applicants who are high school seniors; optional for all other applicants.
- Two Self-addressed, Stamped, #10 Business-size Envelopes with pre-paid First Class Postage Properly Affixed.** We will use the first to acknowledge receipt of your application and the second to provide results of the competition.
 - **Do not fold or bind any pages with staples or paper clips.**
 - Place all materials unfolded into a 9x12 in. (or larger) envelope, postmarked no later than **July 31 of the application year.**
 - **MAIL TO:** CAI Scholarship Program
320 SW 5th Ave
Meridian, ID 83642



COMPUTER ARTS SCHOLARSHIP PROGRAM APPLICATION FORM

Please complete the following. Incomplete applications will not be considered.

Application Date: _____

Applicant's Name: _____

Complete Mailing Address: _____

City, State, Zip: _____

Social Security #: _____ Home Telephone #: _____

E-mail Address: _____

CAI Employee's Name: _____

Relationship to Applicant: Father Mother Spouse Self Other (Specify): _____

CAI Employee's Home Tel. #: _____ Length of CAI Employment: _____

Employee's E-mail Address: _____

Applicant's Un-weighted Cumulative Grade Point Average (CGPA): _____ *(must be 3.0 or higher on 4.0 scale)*

College/University (attending or planning to attend): _____

Intended College Major: _____

Class Status as of Application Date (must be at least a college freshman by fall of application year):

H.S. Senior Col. Freshman Col. Sophomore Col. Junior Col. Senior Graduate Student