



HURLBURT SPOUSES' CLUB

SPOUSE SCHOLARSHIP

The Hurlburt Spouses' Club is pleased to offer scholarships to military spouses who are seeking higher education.

You are eligible to apply if you meet the following criteria:

- ☒ **A spouse of a Hurlburt Field military member (see details below).**
- ☒ **Seeking a technical certification, associate, bachelor, master, or doctoral degree.**
- ☒ **Have a GPA of 3.0 or higher (on a 4.0 scale)**
- ☒ **Will attend an accredited institution full time or part time in Fall 2023**

Deadline: Friday, March 10, 2023

Additional Information

ELIGIBILITY. The applicant must meet the following requirements:

1. The applicant must be the spouse of a **Hurlburt Field military member**. This includes:
 - a. Active duty personnel stationed at Hurlburt Field
 - b. Retired military personnel whose last duty station was at Hurlburt Field
 - c. Deceased military personnel*
 - d. A military member reassigned (out of the area) from Hurlburt Field, but the applicant remained behind to attend school.
 - e. A military member currently on an unaccompanied tour from Hurlburt Field*
 - f. A military member stationed at Hurlburt Field but the applicant resides elsewhere
 - g. Reservist or National Guard who is a full-time member stationed at Hurlburt Field

* If the military member is retired, deceased or remote/unaccompanied, the member's last duty station must have been Hurlburt Field unless the applicant is a dependent of a current Hurlburt Spouses' Club member AND

2. The applicant must have a valid military identification card.
3. The applicant must have a gpa of 3.0 or higher (on a 4.0 scale).
4. The applicant cannot be a family member of the HSC Scholarship Committee nor any of the judges.

LIMITATIONS

1. This scholarship may be used **ONLY** for payment of tuition, room, board, books, or other fees **PAID THROUGH THE FINANCE/BURSAR'S OFFICE** of an accredited school of the student's choice. Accreditation must be recognized through CHEA, HLC, or another authorized accrediting body recognized by the US Department of Education.

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2. Students receiving Spouses' Club scholarship from any other base will be ineligible for this scholarship.
3. It is the applicant's responsibility to let the HSC know if they become ineligible for the scholarship.
4. The winner shall not be awarded the actual scholarship until he/she is accepted at an accredited school and provides the HSC Scholarship Chairperson a verification of enrollment from the school. The Scholarship Chairperson will mail the scholarship award **DIRECTLY** to the school of choice.
5. Should a recipient transfer to another accredited school before using all available funds, remaining funds may be transferred by the original school to the new school of the student's choice. The HSC Scholarship Chairperson must be notified immediately.
6. Any student planning delayed school enrollment should notify the HSC Scholarship Chairperson immediately. All scholarship funds must be dispersed by OCTOBER 1, 2023. Money not deposited into the student's school of choice by that date will revert to the HSC Scholarship & Charitable Account
7. Scholarship money reverting to the HSC for any reason will be returned to the HSC Scholarship & Charitable Account.
8. Please see our FAQ section. Email additional questions to HSCscholarships@gmail.com.
9. Applicants may apply for only one HSC scholarship per year.
10. Funds are not applicable to summer terms.
11. Preference will not be shown to Hurlburt Spouses' Club members, or dependents.
12. Judges will not be affiliated with the HSC, and all personally identifiable information will be redacted before the applications are sent to the judging panel.
13. Eligible applicants will attend an accredited technical certification, associate, bachelor, master, specialist, or doctoral program full or part-time in the Fall of 2023.

SELECTION AND AWARD NOTIFICATION

A panel of independent judges from the local community selects the scholarship recipients. The judges are not affiliated with the HSC and do not have access to applicant identification until after recipients are selected. You will be contacted by mid April if you have been selected for the award. An awards reception will be held in your honor in early May. Further details will be sent via email. Awards are granted without regard to the Hurlburt Field member's rank or applicant's race, gender, ethnicity, religion, or disability.

Please keep this sheet for your records

APPLICATION MATERIALS: This application is valid only when all of the pages listed below are completed:

☐ Part I: Personal Data & Statement of Understanding

☐ Part Ia: Proof of Eligibility

- Active Duty Sponsor? A copy of orders OR the Verification of Eligibility Form (see pg. 5 in this packet)
- Sponsor on a Remote Tour? A copy of orders.
- Retired or Deceased Sponsor? A copy of DD form 214. For retired Reservist/Guard, retirement orders may be used in lieu of a DD 214.

PLEASE **HIGHLIGHT** THE BLOCK THAT INDICATES SPONSOR RETIRED FROM HURLBURT

☐ Part II: Achievements, Awards, Community Service, Work Experience

☐ Part IIa: Transcript (unofficial) – request university registrar to send via email (PDF copy) or mail to the addresses below

☐ Part III: Essay

☐ Part IV: Reference letter

DEADLINES/CONFIRMATION OF RECEIPT

1. The application and all appropriate paperwork via email by 11:59 p.m. CST on Friday, March 10, 2023.
2. **Incomplete or late application materials will not be considered.**
3. An email will be sent verifying receipt of your application. If you have submitted your application but not received verification by March 11, 2023, contact the Scholarship Chairperson immediately.
4. All materials submitted with the application become the property of the Scholarship Committee. Documents will not be released to applicants, nor will they be forwarded to other institutions or agencies. After selection, the application materials will be destroyed to ensure privacy is maintained.

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Point of Contact: Jessica Edwards, HSC Scholarships
PO Box 631
Mary Esther, FL 32569
HSCScholarships@gmail.com

FREQUENTLY ASKED QUESTIONS

- 1. Is this scholarship only for officers' dependents?**
No, it is open to military dependents, regardless of rank.
- 2. Do you have to live in the Hurlburt Field area to apply?**
Not necessarily; the active duty sponsor must be assigned to perform active duty at Hurlburt Field AFB.
- 3. My spouse is in the Army, Navy, Marines or Coast Guard. Am I eligible to apply?**
Yes, this scholarship is open to dependents of military members assigned to Hurlburt Field, or retired from Hurlburt Field.
- 4. My spouse works as a civilian on an Air Force Base. Can I apply?**
No, you are not a military dependent.
- 5. My spouse served in the USAF for 7 years and got out. Am I eligible?**
No. Your spouse is a proud USAF veteran, but you are no longer considered a dependent.
- 6. If I've previously won for another spouse club (eg: Eglin SC, AFOSC Washington DC) can I apply and win for Hurlburt SC?**
Yes, you can, but not in the same year.
- 7. If I've previously won a scholarship from the HSC can I apply again in a different category?**
Yes, with the exception of the Turnaround Scholarship.
- 8. Can I apply for several different spouse club scholarships in the same year?**
Absolutely. Although our rules state that you may only win one spouse club scholarship. If you win for two clubs in the same year, you'll have to accept one and decline the other.
- 9. Can the check be written out to any other person/agency/landlord?**
No, the check will only be written to the University or institution.
- 10. Will you let me know if my application arrives?**
Yes. You will be contacted via email within a reasonable time frame once your application has been received.
- 11. How do you notify the applicants?**
Recipients will also be notified by email in mid-April.
- 12. We are a dual active duty family. Can my spouse apply?**
No, only non-military spouses may apply.

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Part I: GENERAL INFORMATION

Please type or print clearly.

Name:	Date of Birth:
Mailing Address:	City, Zip Code:
Phone:	Email address:
Sponsor's Name:	Sponsor's DOD ID#:
Sponsor's Status (active, retired, deceased):	(If active duty) Sponsor's Base/Squadron & Work Phone:
Total cost of one year of your program:	(If retired) Sponsor's last assignment:

STATEMENT OF UNDERSTANDING

Should I accept a Hurlburt Spouses' Club (HSC) Scholarship Award, I understand and agree to the following conditions:

1. Scholarship funds are to be used within the 2023 - 2024 academic year for undergraduate studies. Funds shall be applied to tuition and/or associated university costs administered by an accredited college or university. These costs may include books, fees, room or board but may not be used for past or current penalties or disenrollment fees. The funds cannot be used for summer terms.
2. I will have until May 1, 2023 to email the scholarship chairperson of my acceptance of the award. In failing to do so, I will forfeit the award
3. I will submit via email the name and address of the bursar's office of the school I will attend for the 2023 - 2024 academic year with a copy of my school ID card (with ID number) and class schedule to the scholarship chairperson NLT October 1, 2023.
4. After receiving the notice of acceptance of the award letter and the requested documents, the scholarship check, along with a cover letter with the terms of the scholarship, will be mailed directly to the college or university.
5. If I accept a scholarship from another military officers'/enlisted spouses' organization, I will be ineligible for this HSC scholarship award.
6. It is my responsibility to notify the HSC Scholarship Committee of any change of status (e.g., change of schools, change in address, etc.). Failure to do so may result in the forfeiture of my scholarship award
7. Unclaimed funds as of October 1, 2023 will revert to the HSC Scholarship & Charity Fund.
8. I agree to the use of my name and picture concerning this award in local publications (area newspapers), and their websites, as well as HSC & Hurlburt Field publications & websites.
9. I understand that the HSC Scholarship Committee reserves the right to correspond with the selected school financial aid officer concerning the appropriate use of this award. Should questions or concerns arise, the Scholarship Committee reserves the right to withdraw unused funds until my standing is clarified to their satisfaction.

I agree that my signature on this form will authorize the HSC Scholarship Chair to release this application, including GPA, reference letters, essays and transcript(s) to the Scholarship Committee, as needed.

Applicant's Signature:	Date:
Sponsor's Signature (if available):	Date:

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Part Ia: MEMORANDUM FOR RECORD

Complete in lieu of submitting military orders

TO: Scholarship Chair, Hurlburt Spouses' Club

SUBJECT: Verification of Eligibility for HSC Scholarship in lieu of DD Form 214 or Military Orders

Applicant, please fill out the portion below prior to submitting it for signature.

<i>Applicant Name:</i>	<i>Applicant's DOB:</i>
<i>Sponsor's Name:</i>	<i>Sponsor's Squadron/Unit:</i>

This memorandum is to verify that the individual applying for the Hurlburt Spouses' Club *Spouse Scholarship* meets the two (2) criteria as listed below:

1. The applicant is a dependent of a **Hurlburt Field military member**. This includes:
 - a. Active duty personnel stationed at Hurlburt Field
 - b. Retired military personnel*
 - c. Deceased military personnel*
 - d. A military member reassigned (out of the area) from Hurlburt Field, but the applicant remained behind to graduate high school.
 - e. A military member currently on an unaccompanied tour from Hurlburt Field*
 - f. A military member stationed at Hurlburt Field but the applicant resides elsewhere
 - g. Reservist or National Guard who is a full-time member stationed at Hurlburt Field

*If retired, deceased, or remote/unaccompanied, please note the location of the member's last duty station:

2. The applicant must have a valid military identification card.

Signature of Sponsor's Supervisor: _____

Printed Name of Supervisor: _____

Supervisor's Squadron/Unit: _____

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Part II: EDUCATION, EMPLOYMENT, COMMUNITY SERVICE, LEADERSHIP, & AWARDS

EDUCATIONAL DATA			
College attended (Name, City, State)	Overall Cumulative GPA	Dates Attended From Mo/Yr - To Mo/Yr	

EMPLOYMENT DATA (During College) List most recent employment first.			
Job Description (Include Name, City, State as applicable)	Estimated Total Hours	Dates employed From Mo/Yr – To Mo/Yr	
Eg: Pizza Hut Store #125, Tulsa, OK	300	Sept/2019	Present

CO & EXTRACURRICULAR ACTIVITIES List activity & place the descriptive symbol in the appropriate year column. C-Captain P-President T-Treasurer M-Member O-Please state position CC-Co Captain VP-Vice President S-Secretary		
Activity	Year(s)	Description of Activity
Ex) Intramural Sports	M-Soph	Softball

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COMMUNITY/VOLUNTEER SERVICE/CLUBS List volunteer work with service, religious, and other community organizations and non-school athletics, clubs or activities. Verification of service may be required. List most recent service first. Please state position C -Captain CC - Co-Captain VP -Vice-President S -Secretary P -President T -Treasurer M -Member O -Other				
Organization (Name, City, State)	Position/Title/Description	Estimated Total Hours	Dates volunteered From Mo/Yr – To Mo/Yr	
EG: Habitat for Humanity, Tulsa, OK	Built 10 homes	200	June 2020	August 2020
		TOTAL HOURS:		

AWARDS/HONORS Begin with the most recent.				
College Award/Honor and Organization	Description of Award/Honor	Fall Semester	Spring Semester	Year (s)
<i>e.g., Dean's List</i>	<i>Min GPA 3.5 required</i>	<i>GPA 3.9</i>	<i>GPA 3.9</i>	<i>Fresh, Soph</i>

Part IIa: TRANSCRIPTS

Request one (official) copy of your most recent transcript from your school/university registrar to be received no later than **Friday, March 10, 2023** at 11:59 p.m. CST. **Please include Fall 2022 semester grades.**

- Via email (as a PDF from the school or university's Registrar's Office): **HSCscholarships@gmail.com**
- Via mail:

Jessica Edwards, HSC Scholarships
PO Box 631
Mary Esther, FL 32569

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Part III: ESSAY

Please respond to the following prompt in an essay no longer than 500 words (typed).

Your essay will be evaluated on clarity and organization of ideas, originality and creativity of content, and usage of standard English grammar and mechanics.

What do you think is the biggest misconception about military spouses and what can be done to dispel those misconceptions?

Part IV: REFERENCE LETTER

Please request a reference letter (no more than a page) from a person who can attest to your character and academic/work/community performance. This person can be a faculty or staff member from your college/university, a recent employer, or mentor. This letter may not be written by a family member.

Your referee may send his/her letter directly to:

HSCScholarships@gmail.com