

## 2014 RECOGNITION AWARDS FOR STUDENTS WITH DISABILITIES

Each year the Disability Resources and Educational Services (DRES) department recognizes outstanding students, who have excelled in some aspect of their life while enrolled at California State University Northridge. A number of on-campus groups, community individuals and service organizations sponsor the awards which range in value from \$1,000 - \$1,500. In addition to academic achievement, many other special qualities are considered and recognized. These include contributions to the university or community through service activities, leadership potential, and/or artistic and athletic achievements. Students with and without financial need are encouraged to apply. Students selected for the awards are honored at the **2014 Recognition Awards Ceremony** where they are recognized for their significant achievements.

### **Eligibility criteria**

- Must be registered with DRES and currently enrolled at California State University Northridge.
- Must have completed a minimum of 6 units at California State University Northridge, be in good academic standing, and have a CSUN overall G.P.A. of 2.5 or higher.
- Students may nominate themselves or be nominated by a faculty or staff member or another student.
- Students are eligible for a maximum of two awards but limited to one award at the undergraduate level and one at the graduate level.
- Awardees must be available to attend the **April 27, 2014 - Recognition Awards Ceremony**.

### **Award benefits**

- A range of awards from \$1,000 - \$1,500 are available depending on the amount provided by the donor.

### **Application Process**

1. Complete an application. (Incomplete applications will not be considered.)
2. Return the completed application along with three letters of recommendation to DRES, located in BH110, by the close of business on **Friday, February 14, 2014**.

While nominations are made throughout the year, only students who have submitted a completed application by **Friday, February 14, 2013** will be considered for the 2014 Recognition Awards. Students who have applied for a Recognition Award in the past must reapply for the 2014 Recognition Awards. The DRES department does not retain copies of previous applications and/or letters of recommendation.

If you have any questions, please feel free to contact a counselor in the DRES department, located in BH110, or call 818-677-2684, or via e-mail at [dres@csun.edu](mailto:dres@csun.edu).

## **Financial Aid Process - Recognition Award Disbursement**

All Recognition Awards are required to be processed through the Financial Aid. Recognition Award Disbursement notifications are emailed by Financial Aid after the Award Event on Sunday, April 27, 2014. Financial Aid will direct you to more detailed award information on the [myNorthridge Portal](#). After you are awarded the scholarship, the amount will show as [anticipated aid](#). Before releasing funds, the Financial Aid & Scholarship Department will verify if you have met the Spring 2014 CSUN overall G.P.A. of 2.5 or higher and were registered for the required minimum of 6 units.

When funds are disbursed, your anticipated aid becomes actual aid to pay off your charges. If there is a credit balance, a Financial Aid Balance Check or an [e-refund](#) will be processed. Checks are mailed directly to the address on file with [Admissions and Records](#). Checks may NOT be picked up in person. [E-refund](#) allows for the excess financial aid funds to be deposited directly to a designated bank account.

If you have additional questions, please contact the Scholarship Department at 818-677-4907. You may also find more details on their website: <http://www.csun.edu/financialaid/basics/process.php>

# RECOGNITION AWARD APPLICATION

(Available in alternate formats upon request)

Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
CSUN ID #:	<input type="text"/>				
Local Address:	<input type="text"/>			Phone:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>
Permanent Address:	<input type="text"/>			Phone:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>

Citizen of U.S.	<input type="checkbox"/>	California Resident:	<input type="checkbox"/>	Non-Resident:	<input type="checkbox"/>
Major:	<input type="text"/>	Option:	<input type="text"/>		
Anticipated Degree:	<input type="text"/>	Career Objective:	<input type="text"/>		
Anticipated Graduation Date:	<input type="text"/>				
Indicate your current class level (Freshmen, Sophomore, Junior, Senior, etc.)					
<input type="text"/>					
Graduate Student?	<input type="checkbox"/>	Have you been admitted to a graduate program?	<input type="checkbox"/>	Is your acceptance pending?	<input type="checkbox"/>
Are you seeking a teaching credential?	<input type="checkbox"/>	Which Program?	<input type="text"/>		
CSUN overall grade point average at the beginning of your current term of attendance:	<input type="text"/>				
Total number of units completed at the beginning of your current term of attendance:	<input type="text"/>				

## AUTHORIZATION RELEASE

**I authorize the staff of the Disability Resources and Educational Services (DRES) department to release any biographical information from my award application file and/or academic information, including a semester grade report or full transcript, to my award donor, if required. If granted a Recognition Award, I agree to be present to accept the award at the Recognition Awards Ceremony. I further understand that if selected, this award will be considered a resource in my financial aid packet.**

Signature:

Date:

What is the nature of your disability?

**BACKGROUND:** Please indicate memberships in organizations, offices held, activities you engaged in during college or in your community, honors or recognitions, languages spoken, hobbies or special interests, include any other relevant comments.

**CAREER GOALS:** What vocational or avocational goals do you plan to pursue?

**USE OF AWARD:** If you are granted a Recognition Award, how will the money be used?

**Please write a short essay (1/2) presenting the reasons why you should receive a Recognition Award.**

## **LETTERS OF RECOMMENDATION:**

### **INSTRUCTIONS**

Please approach three (3) people who know you well and who can speak well on your behalf, (e.g.: current or former teachers or professors, university staff persons, clergy, employers, or neighbors, supervisor, coworker, person of responsibility, etc., are all potential sources), and ask if they would write a letter of recommendation for you. Do not approach relatives or members of the Disability Resources and Educational Services department.

Personally contact each person yourself. Explain that you are a candidate for a Recognition Award and ask them to write a letter on your behalf. Disability Resources and Educational Services will not contact your references.

Once someone has informed you that they will write a letter for you, thank them and do the following:

- Provide them with a stamped, self-address envelope
- Provide them with any biographical and professional type information that this person should be aware of such as grades, your resume of work, extracurricular activities, and accomplishments
- Provide the writer with the section of this document titled - **TIPS FOR WRITING THE LETTER OF RECOMMENDATION**
- Please give them adequate time to prepare your letter.
- Submit the Letter of Recommendation to the Disability Resources and Educational Services department before the close of business on Friday, February 14, 2014.

**Be sure to tell them that Friday, February 14, 2014 is the closing date for applications and letters of recommendation.**

Follow up to be sure they have sent their letters. They may give the sealed letters to you personally, to be delivered with your completed application to Bayramian Hall, Room 110, or they can mail them to the following address:

**RECOGNITION AWARDS' COMMITTEE  
Disability Resources and Educational Services BH-110  
California State University, Northridge  
18111 Nordhoff Street  
Northridge, CA 91330-8340**

## TIPS FOR WRITING THE LETTER OF RECOMMENDATION

This student has been nominated as a candidate for a Recognition Awards. As part of the nomination process, we have requested that the candidate provide three letters of recommendation. These letters of recommendation will be used to gather additional information about this candidate for consideration of an award at the **2014 Recognition Awards Ceremony**.

Please include any of the candidate's attributes that are listed below:

- \* Personal qualities
- \* Performance
- \* Experience
- \* Strengths
- \* Capabilities
- \* Professional potential

The letter should be about one page in length.

### Opening

In this section please explain the relationship between yourself and the candidate, as well as why the letter is being written. For example: *Steve Smith completed his accounting internship under my supervision. I am pleased to be able to provide a letter recommending him for an award at the 2014 Recognition Awards Ceremony.* You may want to describe the type of experience, length and time period during which you worked with the candidate. You may also want to describe any special accomplishments that the candidate achieved during the period covered by the letter.

### Body

The body of the recommendation should provide specific information about the candidate. Information may include:

1. Personal characteristics such as poise, confidence, dependability, patience, etc.
2. Professional abilities such as organization, experience, ability to work with others, maintain relationships
3. Very specific traits, characteristics or qualities that make this person unique and that should be included in the overall consideration of the Recognition Award. For example, list exceptional accomplishments this candidate has completed or exceptional challenges that the candidate has overcome.

### Closing

The closing of the letter should briefly summarize previous points and clearly state that you recommend the candidate for the 2014 Recognition Award. Please write the recommendation letter in language that is straightforward and to the point.

Thank you for taking the time to make a difference in the life of our candidate.