




# Scholarship Application

## Business Solutions Association

Please read the enclosed information and instruction sheets before completing form. Please use typewriter or ball pen and print clearly.

1. Name: \_\_\_\_\_  
Last First Middle
2. Street Address (home): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
email address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
3. Age: \_\_\_\_\_ Sex: ☐ Male ☐ Female Marital Status: ☐ Single ☐ Married ☐ Divorced
4. High School attended: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Graduation Date: \_\_\_\_\_

5.

	<b>TEST SCORES</b> If you have taken the S.A.T. or the A.C.T. tests, please list your scores:
	S.A.T. Verbal _____ A.C.T. English _____
	S.A.T. Math _____ A.C.T. Math _____
	A.C.T. Composite _____

6. Have you ever received an OPWA/BSA scholarship? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_
7. All applicants must submit high school and collegiate transcripts including class rank (if calculated) and grades from the most recent grading period. This information must reach BSA by March 31, 2011. Please enter the school and date you requested transcripts. (School) \_\_\_\_\_ (Date) \_\_\_\_\_
8. If you are already attending college or have been accepted by a college, and are planning to attend, please name:  
Name of college: \_\_\_\_\_  
(Planned) enrollment date: \_\_\_\_\_ Major field of study: \_\_\_\_\_  
Academic Year: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_  
Class: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Other: \_\_\_\_\_
9. If you have submitted applications to one or more colleges, but have not yet been accepted, list them here:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. List any academic, extracurricular or community recognition awards you received in high school or college. If there is additional information about your education, experience or achievements you wish to share with the judges, you may add another sheet, and label it "10".  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. If you have earned correspondence credits, participated in an internship program, or worked as a formal apprentice, give details and provide documentation.

---

---

---

11. If you have made a definite career choice, briefly outline your occupational goals: \_\_\_\_\_

---

---

---

12. If there is a specific job within the office products industry that appeals to you, please describe: \_\_\_\_\_

---

---

---

13. If presently working, please give name of employer: \_\_\_\_\_

Address of employer: \_\_\_\_\_

Job title: \_\_\_\_\_

14. Give a brief description of your work experience, part-time or full-time: \_\_\_\_\_

---

---

---

15. **Two references are required** and each must send a letter (Note: Letters from parents are not eligible):

A. Professional Reference. Must be an employer or other professional in the office products industry, preferably holding an executive or managerial position.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

B. Educational Reference. Must be teacher, professor or other educational professional.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

The reference letters ☐ are enclosed ☐ will be sent separately

Note: Experience shows that enclosing the letters insures your application will be complete and ready for review.

16. INCOME. A criteria for the BSA scholarship is financial need. It is essential that you provide the following information for the judges. This information will be kept confidential. This information is optional for Canadian citizens.

	Income (Yearly)	Employer(s)	Title/Job
Applicant			
Father			
Mother			
Other guardian			
Other family income			

List any other sources of support for the coming school year which are not mentioned elsewhere on this form, such as other scholarships, awards, loans, trusts, etc.

"We certify these figures to be a complete and accurate report of our total family income."

Father/Guardian \_\_\_\_\_ Mother/Guardian \_\_\_\_\_  
(Signature) (Signature)

17. Give the names, ages and work status of brothers and sisters. If any are now in college, give sources of their support.

Name	Age	Work Status	Support

18. List any dependents. Give ages and relationships.

Name	Age	Relationship

19. List any other sources of support for the coming school year which are not mentioned elsewhere on this form, such as other scholarships, awards, loans, trusts, etc.

Source	Amount

20. Please estimate your college costs for the coming school year. Use additional columns if you have not yet made your final choice of schools.

	College/location:	College/location:
Tuition	\$	\$
Room	\$	\$
Board	\$	\$
Books	\$	\$
Transportation	\$	\$
Other (explain)	\$	\$
TOTAL	\$	\$

List any other information related to finances which you would like the judges to consider on a separate sheet.

21. **APPLICANT MUST SIGN THIS STATEMENT:** "To the best of my ability, the information on this form is correct."

\_\_\_\_\_  
Signature Date

# Information & Instructions

## 2011 BSA Scholarship Program

Any person is eligible to apply who is an employee or related to an employee of an BSA member firm or a group affiliated with the office products industry. Previous winners are eligible for a second award, but must reapply.

Candidates must have graduated from high school or its equivalent before July 1st of the year in which they will use the scholarship. They must have sufficient academic records to be accepted by an accredited college, university or technical institute. Students already in college are also eligible to apply.

Judges will take into consideration academic success, interest, special abilities, financial need and other factors in arriving at their choice of scholarship recipients. Without attempting to limit a choice of career the applicant may choose, the judges will give consideration to the degree in which the career choice could have an application to the office products industry.

## Instructions

The person applying for the scholarship must complete this four-page application form and mail it, along with any attachments to the BSA address shown below. Mail as early as you can. BSA must have the application, transcripts and reference letters by **March 31, 2011**. Please use typewriter or ball pen. If you need more space to answer a question, use a blank piece of paper. Be sure your name appears on all attachments and particularly anything mailed to BSA separately. This form may be reproduced. If you do not have a form, use plain paper.

In addition to this completed form, BSA needs the following:

- A transcript of grades and credits, with the exception of the current semester. Students enrolled in college must furnish a copy of their high school transcripts and any other collegiate institutions attended.
- A reference letter from a person employed by a firm in the office products industry, holding an executive or managerial position.
- A reference letter from a teacher, professor or education professional.
- **These items MUST arrive at BSA by March 31, 2011**

## Checklist

HAVE YOU:

- ☐ Signed this form yourself?
- ☐ Submitted all financial information requested?
- ☐ Had your parents/guardians sign the financial section?
- ☐ Obtained the two letters of recommendation? (Both are required.) Remember, letters written by parents are **not** eligible.

## Questions?

Contact BSA at (410) 931-8100



**Mail:** completed scholarship application, including references and transcripts to:  
**BSA SCHOLARSHIP**  
**BSA Educational Foundation, Inc.**  
**5024-R Campbell Boulevard**  
**Baltimore, Maryland 21236-5974**