



### APPLICATION FOR ADMINISTRATIVE SUPPORT SCHOLARSHIP

Administrative Support Scholarship positions at Saint Louis University – Madrid Campus are designed to provide a form of need-based aid to students, while providing help to a variety of University departments (e.g. library, bookstore, computer labs, Campus Ministry, Student Life, Office of Admissions).

For students beginning their studies in the Fall, Administrative Support Scholarship awards are announced beginning on April 1.

Please note:

Administrative Support Scholarships are awarded at an amount between 75 and 150 hours per semester (between approximately 5 and 10 hours per week). If awarded for the Fall semester, the Administrative Support Scholarship is extended automatically to include the Spring semester, subject to the fulfillment of the following conditions:

- Satisfactory Administrative Support Scholarship performance during the Fall semester
- Successful completion of at least 12 credit hours in the Fall semester
- A cumulative GPA (grade point average) of at least 2.5 at the end of the Fall semester
- Registration as a full-time student in the Spring semester
- No unaddressed outstanding balance (tuition and/or housing) according to the Office of Finance.

In exchange for their collaboration, Administrative Support Scholarship students have a tuition discount applied proportionally towards their financial obligation for that term at the rate of 7.40 € (euros) per hour. For U.S. students, the dollar amount is based on the exchange rate used in determining tuition.

The number of Administrative Support Scholarship positions available each semester is limited, with placement priority given to permanent students in their first or second year.

**If you would like to apply for an Administrative Support Scholarship position, please complete the following application and submit it as an e-mail attachment to the Coordinator of Financial Aid, at [financialaid-madrid@slu.edu](mailto:financialaid-madrid@slu.edu). Your application will be acknowledged within one week of receipt, although no awards will be granted prior to April 1.**

FULL NAME: \_\_\_\_\_

BANNER ID: \_\_\_\_\_

SLU E-MAIL ADDRESS: \_\_\_\_\_

*Please check one of the following:*

VISITING STUDENT \_\_\_\_ TRANSFER STUDENT \_\_\_\_ PERMANENT STUDENT \_\_\_\_

*Please check the terms for which you are requesting an Administrative Support Scholarship (please check all that apply):*

\_\_\_\_\_ Fall \_\_\_\_\_ year \_\_\_\_\_ Spring \_\_\_\_\_ year

\_\_\_\_\_ Summer Session I \_\_\_\_\_ year \_\_\_\_\_ Summer Session II \_\_\_\_\_ year

I. Please provide a list, with brief description, of co-curricular school activities you have participated in during the past four years, as well as any previous work experience (jobs) you have held during the same time period.

II. Please explain why you are requesting an Administrative Support Scholarship from Saint Louis University-Madrid Campus.

III. Please indicate what personal or practical skills you have that would make you a good candidate for an Administrative Support Scholarship position at Saint Louis University – Madrid Campus.

IV. REFERENCE: Please provide the full name, e-mail address, and phone number of an individual who would be willing, if requested by Saint Louis University-Madrid Campus, to provide a reference in support of your desire to be granted an Administrative Support Scholarship award. The individual may be a current or former teacher, employer or other person who knows you well. It may not be a member of your family.

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Name

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E-mail Address

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Phone Number

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Relationship to Applicant

I CERTIFY THAT ALL THE INFORMATION PROVIDED BY ME IN THIS APPLICATION IS TRUE, AND I UNDERSTAND THAT SAINT LOUIS UNIVERSITY – MADRID CAMPUS RESERVES THE RIGHT TO VERIFY ALL INFORMATION.

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SIGNATURE

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DATE

Revised April 19, 2012