

GUIDELINES FOR 2016 WV SASHTO SCHOLARSHIP
Funds for Fall 2016 School Year

1. Qualifying children are dependent children of active full-time WVDOT employees, who have a minimum of two (2) years credited WVDOT service as of January 1st this calendar year. Qualifying children must be ages seventeen (17) through twenty-three (23) and not have reached age twenty-four (24) before the first day of classes for the fall term.
2. Each qualifying child in a family may apply.
3. Qualifying dependent children wishing to attend an accredited educational institution, college, university, vocational school or other technical school must provide one or more of the following, as applicable:
 - a. Letter of acceptance as a full-time student; as determined by the educational institution.
 - b. Proof of full-time enrollment in the current school year - fall, spring or summer semesters.
 - c. Letter of intent stating applicant will be attending as a full-time student during the upcoming fall school year.

NOTE: Typically a student is considered “full-time” when they are registered for 12 credit hours, or more per semester.

4. The scholarship of \$500.00 will be valid for either in-state or out-of-state educational institutions.
5. In order to qualify for a SASHTO scholarship, the eligible child must be accepted to and/or registered for the upcoming fall school term.
6. **All applications must be received by 4:30pm on the last business day in June of this year.**
7. **Winners will be chosen by a random drawing by the 3rd Friday in July** and announced at the time of the drawing. The winners will be notified by email and the names of the winners will be published on the WVDOT Employee’s Intranet webpage.
8. The applicant and/or the employee do not need to be present to win.
9. The scholarship check will be mailed directly to the institution, made payable to the institution for the student; to be applied to the student’s account for fees, tuition, books, etc.
10. If the recipient changes the institution they will attend after the check has been printed and sent to the original institution, **it is the recipient’s responsibility** to coordinate the transfer of the scholarship funds to the institution they will attend.
11. If the recipient decides not to attend any accredited educational institution, the educational institution will be instructed to apply the funds to their general scholarship funds.

HOW TO APPLY FOR WVDOT - SASHTO SCHOLARSHIP

1. Complete the attached application. (Please type or print legibly in blue or black ink.) Applications are also available on WVDOT's Intranet Web Site **SharePoint** under Business Manager or by email request to Denise.L.Gould@wv.gov.
2. To the application, attach one or more of the following, as applicable:
 - a. Letter of acceptance as a full-time student as determined by the institution.
 - b. Proof of full-time enrollment in the current school year or summer semester.
 - c. Letter of intent stating applicant will be attending as a full-time student during the upcoming fall semester.
3. **Applications can be mailed, scanned & emailed, or hand delivered for receipt to the Business Manager's office by 4:30pm on the last business day in June of this year.**
4. Applications can be sent to the WVDOT Business Manager's Office:

WVDOT – Business Manager's Office
SASHTO Scholarships – Denise Gould
Building 5, Room A-110
1900 Kanawha Blvd., East
Charleston, WV 25305

Or emailed to: Denise.L.Gould@wv.gov

**West Virginia Department of Transportation
SASHTO Scholarship 2016**

Dependent Child Scholarship Application

Applicants are encouraged to open the application in MS Word, complete it electronically, then print and sign it for submittal. If the application cannot be completed electronically, print the application then type or print legibly using blue or black ink.

To the application, attach one or more of the following, as applicable:

- a. Letter of acceptance as a full-time student as determined by the educational institution.
- b. Proof of full-time enrollment in the current school year fall/spring or summer semester.
- c. Letter of intent stating applicant will be attending as a full-time student during the fall semester.

The WVDOT Employee must send the completed and **signed** application to the WVDOT Business Manager's Office (See instructions regarding how to apply.)

Student Information (Applicant)
Name:
Social Security Number: <i>(Last Four Only)</i>
Student ID Number: <i>Student ID Number from educational institution, if available</i>
Date of Birth:
Mailing Address:
City, State, Zip:
Email Address:
Telephone Number:
Parent Information (WVDOT Employee)
Name:
Home Address:
City, State, Zip:
Hire Date:
Dept. ID and Division Name or Region:
Employment Address:
<i>I certify that the applicant is an eligible employee dependent and that I will provide additional documentation as requested.</i>
WVDOT Employee Signature:
School Information
College Name:
College Address: