



Cleveland State University
Washkewicz College of Engineering
The Angie Langford Memorial Book Fund Scholarship

Student Application and Guidelines
(Available for engineering undergraduate and graduate students)

Fall Semester 2017
Deadline for Submission:
Friday, November 3, 2017
(Up to 10 awards may be provided.
Eligible students will be randomly selected.)

Funds may be mailed to the address provided on your application OR may be applied to your tuition. If you have an outstanding balance on your account the book funds you receive may be applied to that balance.

Washkewicz College of Engineering Angie Langford Memorial Book Fund

Purpose

The Angie Langford Memorial Book Fund was established to honor our respected colleague, Angie Langford, who served as a secretary in the Engineering Dean's Office and in the Mechanical Engineering Department. This fund was established to assist Washkewicz College of Engineering students **across all engineering disciplines** that have a demonstrated financial need for assistance with their textbook purchases or related supplies. **Applicants may be undergraduate or graduate students.** This *limited* fund is supported through contributions made to the annual Faculty and Staff Appeal.

Terms

- A total of up to ten awards not to exceed \$250 may be granted during the fall 2017 semester, based on the availability of funds and with committee approval. ***Book fund recipients will be chosen through a random selection process.*** The award will help defray the cost of textbooks or related course materials for courses completed during the semester of application.
- **Awards are provided as a reimbursement only and will not be given in advance of book purchases. All reimbursements for books or related course materials require original receipts.** Note: Packing slips are not receipts.
- All enrolled full or part-time CSU **engineering students, including undergraduate and graduate students**, may apply. *Applicants most recent cumulative GPA must be at least 3.0.* Awards will not be made to spouses, partners or dependent children of engineering students. **Freshmen are not required to show a cumulative GPA.**
- A new application must be submitted by each semester's deadline, accompanied by a copy of that semester's course enrollment.
- No more than one application from any single applicant will be considered in an academic year. New applicants will be given priority over those who have received prior assistance.
- **Funds will be released following the current semester's last date for course withdrawal.*** Funds may be distributed by a check mailed to the address provided on

your application or may be applied toward your tuition. If you have an outstanding balance on our account, the book funds you receive may be applied to that balance. All applications are subject to verification of enrollment.

- Awards will be made upon the recommendation of a review committee made up of at least three staff and/or faculty from the Washkewicz College of Engineering with subsequent approval given by the Assistant Dean of Academic Affairs.

FALL SEMESTER APPLICATION DEADLINE:

*** Friday, November 3, 2017 (Last day to withdraw from classes)**

To apply for an Angie Langford Book Fund reimbursement award please complete the attached application form. READ CAREFULLY! Some criteria have changed.

1. Detail the course(s) you are taking in the current semester
2. Show whether you are a degree or non-degree seeking engineering student
3. Indicate your total credit hours earned as of the date of your application submission. (Freshmen may show the total credit hours currently being taken)
4. Indicate your most recent cumulative GPA. **Minimum 3.0 GPA is required** and will be verified before a reimbursement is provided. (Freshmen excluded)
 - Submit your application to the Engineering Dean's Office by delivering it to the Washkewicz College of Engineering, 1960 E. 24th Street, FH 104, Cleveland, Ohio 44115. A confirmation will be emailed to you at the email you provide on your application form.
 - ***Deadline for submission – Friday, November 3, 2017 (Last day to withdraw from Fall classes)**

CRITERIA FOR GRANTING AWARDS

The following criteria will be used to evaluate requests:

- **In order to be considered, a copy of the applicant's course enrollment for this semester must accompany this application, including the applicant's CSU Student I.D. number.**
- Number of classes being taken in a semester – Preference will be given to requests from **undergraduate (Must be enrolled in more than 12 credit hours) or graduate (Must be enrolled in more than 9 credit hours) engineering students.**
- Total credit hours earned – Preference will be given to students who have **completed** their freshman year, however, new freshmen **may** still be considered.
- Accuracy and completeness – Preference will be given to applications that are filled out completely and which contain **legible and accurate** information.
- **Failure on the part of the applicant to comply with the listed criteria will result in being disqualified for consideration. See the check list on the last page to make sure your application is complete.**

WASHKEWICZ COLLEGE OF ENGINEERING
APPLICATION FOR THE ANGIE LANGFORD MEMORIAL BOOK FUND SCHOLARSHIP

Fall Semester Due Date: November 3, 2017

Name **(Please Print)** _____

Last Name

First Name

Mailing Address: _____

Street Number/Name

City/State

Zip Code

Email: _____ Telephone (____) _____ - _____

Engineering Major: _____ Student I.D.: _____

Please circle one: Degree Seeking Non-Degree Seeking

Semester: (Ex. Fall, 2017): _____

Status: (Circle one): Freshman Sophomore Junior Senior Graduate Student Transfer

Current cumulative Grade Point Average (GPA): _____ **Minimum 3.0 required.**

(Freshmen excluded)

Total Credit Hours Earned to Date: _____ (Freshmen should show hours being taken)

Projected Graduation Date: _____

Name of textbook(s) or related materials for which you are seeking reimbursement: **(Total cost for all items listed below should not exceed the maximum reimbursement of \$250).**

_____ Cost: \$ _____

_____ Cost: \$ _____

_____ Cost: \$ _____

In order to be considered, a copy of your course enrollment for this semester, as well as the original receipt(s) for the textbook(s) or related materials, must be attached with this application. Online purchase receipts must also be provided. Packing slips are not receipts.

I authorize the Cleveland State University Office of the University Registrar to furnish enrollment verification information to the Washkewicz College of Engineering Dean's office for the purpose of this application.

Printed Name

Signature

CSU I.D. Number

Date

ANGIE LANGFORD MEMORIAL BOOK FUND SCHOLARSHIP REQUIREMENTS CHECK LIST.....READ CAREFULLY

USE THIS CHECK LIST TO MAKE SURE YOU MEET **ALL** REQUIREMENTS AND ARE SUBMITTING **ALL**
REQUIRED DOCUMENTATION

I **DID NOT** receive a reimbursement for the spring semester, 2017. **(Reimbursements will only be provided once per academic year and will not be made in back-to-back semesters.)**

I am a Cleveland State Washkewicz College of Engineering student

I have attached a copy of my most recent course schedule with my application

I have attached original and legible (easy to read/comprehend) receipts with my application. Packing slips are not receipts.

I have a **minimum cumulative GPA of 3.0** (Freshmen excluded)

I have indicated whether I am a “degree seeking” or “non-degree seeking student”

I provided my current mailing address, including zip code. **I understand that funds may be mailed to the address provided on my application OR may be applied to my tuition. I understand that if I have an outstanding balance on my account the book funds I receive may be applied to that balance.**

I provided my most recent email and telephone number

The total requested does not exceed \$250, the maximum available reimbursement

I have reviewed this application to ensure that ALL portions are completed

I have signed the application and provided my CSU student I.D. number

I am submitting this application form **no later than November 3, 2017.**

If you have questions about the Angie Langford Memorial Book fund, please contact:

Gregg Schoof, M.S.S.A.

Manager

Engineering Student Programs

Washkewicz College of Engineering

Office Location: Fenn Hall, Room 130B, Student Services

Telephone: (216) 687-5272

Email: g.schoof@csuohio.edu