

ADMINISTRATIVE SUPPORT SCHOLARSHIP

Administrative Support Scholarship positions at Saint Louis University – Madrid Campus are designed to provide additional aid to students with financial need, while contributing assistance to a variety of University departments (e.g. Library, Bookstore, Computer Labs, Campus Ministry, Student Life, Finance and Admissions). Students with sponsors or third-party billing are not eligible for this scholarship.

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

Students providing administrative support are required to enroll full-time and to complete between 75 and 150 hours per semester (approximately 5 to 10 hours per week) as awarded. Awards for the fall semester are automatically extended to the spring semester as long as the following conditions are met:

- Satisfactory Administrative Support Scholarship performance during the fall semester.
- Successful completion of at least 12 credit hours in the fall semester.
- Minimum cumulative GPA (grade point average) of 2.5 at the end of the fall semester.
- Full-time enrollment.
- No unaddressed outstanding balance (tuition and/or housing) according to the Office of Finance.

The scholarship amount is based on a per hour rate of 7.40 € and is applied to the student's account at the end of the semester. It is important to note that the total scholarship may not exceed the final amount billed to the student after discounting other forms of university-funded aid. For US students, this amount is based on the same exchange rate as that used to determine 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. A small amount of scholarships are approved during the summer terms. To be awarded the scholarship during the summer, students must be registered in at least one course and may not receive a discount larger than the total tuition cost incurred.

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. Your application will be acknowledged within one week of receipt, although no awards will be granted prior to April 1st.



APPLICATION FOR ADMINISTRATIVE SUPPORT SCHOLARSHIP

FULL NAME: _____ BANNER ID: _____

PREFERRED E-MAIL ADDRESS: _____

TYPE OF STUDENT *(Please check one)*:

VISITING _____ TRANSFER _____ PERMANENT _____

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

__ Fall _____ year __ Spring _____ year
__ Summer Session I _____ year __ Summer Session II _____ year

I. Please attach your CV/Resume or a list, with brief descriptions, 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. Briefly explain why you are requesting an Administrative Support Scholarship, and indicate why you think you would make a good candidate for this award.

III. 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. S/he may be a current or former teacher, employer or other person who knows you well. S/he may not be a member of your family.

Name

E-mail Address

Phone Number

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.

SIGNATURE

DATE