

## APPLICATION INSTRUCTIONS

**REFERENCE PROVIDERS:** If you are completing a Reference Form for a student:

Online: From the 'Home Page' please go to the "Applications" pull down menu, select "Reference Form" and complete the form.

OR

By mail or email: From the 'Home Page' please click the "Reference Form" button below, complete the form and return by mail to Scholarship Fund, 2528 W Carrier Rd, Enid, OK, 73703, or by email attachment to Suttle-scholarshipfund@outlook.com.

## APPLICANT

Eligibility Requirements:

1. You plan to attend one of the following schools: (Or are a single-parent non-traditional student)
  - Berean Academy Elbing, KS
  - Oklahoma Bible Academy Enid, OK
  - Hillsdale Christian School Hillsdale, OK
  - Emmanuel Christian School Enid, OK
  - Immanuel Christian School El Paso, TX
  - Howard Payne University Brownwood, TX (and satellite campuses)
  - Hardin Simmons University Abilene, TX (and satellite campuses)
  - Oklahoma Baptist University Shawnee, OK
  - Houston Baptist University Houston, TX
2. You must have a sibling attending one of the above schools, another ACSI member school or a post-secondary Christian based institution.

### REQUIRED:

1. Fully completed Application for Tuition Assistance, and
2. Two or more fully completed Reference Forms from individuals who know you well and are selected from the following: school teacher, school counselor, coach, church pastor, church youth pastor, school on-site administrator or persons in other similar roles. The Reference Form must be returned by the person completing the form directly to the Suttle Scholarship Fund no later than June 1.
3. Fully completed Organization Support Statement (only if you are a client or former client of a live-in single parent family assistance program seeking assistance for post-secondary tuition.)

### OPTIONAL:

1. Academic Transcripts
2. Most recent report card
3. Scores from widely used standardized testing such as the ACT or SAT
4. Evidence of class ranking at your current educational institution
5. Resume of an applicant's activities in school, church, community and employment