



**NORMA RICHARDS  
SCHOLARSHIP  
PRIMARY SCHOOL**

All completed applications should be submitted to the following address:

Caribbean Education Foundation, Inc.  
ATTN: Scholarship Department  
276 Washington Street, No. 334  
Boston, MA 02108  
United States

**I. BIOGRAPHICAL INFORMATION**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address (if any) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_

Primary School: \_\_\_\_\_

Current Class Level (Grade 1, 2, 3, 4, 5, 6) \_\_\_\_\_

Grade Point Average (GPA) \_\_\_\_\_

Name of Basic School you graduated from \_\_\_\_\_

## **II. ESSAY QUESTIONS**

**Please write or type answers below on a separate page attached to this application form.**

- Each Answer should be approximately 250 words or less.
- If typed, Font 12 point, Times New Roman, 1-inch margins

1. Why are you qualified to receive a scholarship?
2. How will the scholarship benefit you?

## **III. REQUIRED DOCUMENTS (please attach the following to application form)**

1. Official Primary School Transcripts in sealed envelopes from school
2. School Photograph
3. Evidence of financial need (can be in the form of an explanation of family circumstances)
4. Evidence of school, community or household leadership (**not required**)
5. Recommendation Letter from a Teacher or Guardian (**not required**)

### **Frequent Questions:**

#### **Do I have to type the Essays or Recommendation Letter?**

**No.** The essays and recommendation letters can be handwritten. The handwriting must be clear and legible. All essays and materials are judged the same whether or not they are typed or handwritten.

#### **I don't have any school, community or household leadership, can I still apply?**

**Yes.** School, community or household leadership is not required.

#### **I am unable to get a teacher to write a recommendation letter, can I still apply?**

**Yes.** A recommendation letter from a teacher is not required. You will be considered for a scholarship if you meet the required criteria.

## **SCHOLARSHIP RETENTION REQUIREMENTS**

CEF Scholars who are awarded scholarships must meet the following requirements to ensure s/he will maintain the scholarship each year.

1. Daily School Attendance
2. Good Grades: at least "B" Average
3. Good Character

Scholars who fail to maintain the above requirements will not receive renewal of the scholarship.

### **Certification**

I understand and acknowledge that I must be enrolled full time and in good standing in school in the Caribbean during 2007-2008 in order to be eligible for and receive the award. I have read and understand all of the terms and conditions of the CEF Scholarship.

I understand and acknowledge that I must comply with all of the stated terms and conditions of the Scholarship and that my failure to do so may result in the forfeiture of the entire Scholarship award. I understand that the officers and directors of CEF and members of the CEF Scholarship Committee, and their immediate family members, are ineligible for the Scholarship award and I hereby certify that I am not ineligible for the Scholarship on the foregoing basis.

I understand that all materials submitted to CEF will become the property of CEF and that CEF reserves the right to issue public announcements regarding the winner of the Scholarship award and to publish his/her essay and/or other information about the winner.

I certify that all of the information submitted with and all of the statements made in this application or in any document attached hereto are true and accurate to the best of my knowledge as of the date signed below. I certify that the essay attached hereto was written solely by me and is my original work.

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**(Signature of Applicant)**

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**(Day/Month/Year)**