



Trusting... Sharing... Enhancing Lives...

30052 Tomas
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www.savice.org

Dear Facilitator,

On behalf of the SAVICE, I am pleased to write to you about the commencement of the scholarship program for the academic year 2007 – 2008 and other items.

SAVICE Scholarship Program for 2007-2008

The Scholarship Program policies and the associated application forms are attached for use during the upcoming academic year (2007 to 2008). Following academic level students are eligible to apply for the upcoming school year for scholarships determined on the financial needs of the students –

- Middle School (6th through 9th grades)
- High School (10th through 12th grades)

Facilitators are requested to carefully review the policies and guidelines and adhere to them before soliciting new scholarship applications and processing them.

Financial Needs Criteria

Scholarships will be awarded strictly on the financial needs of the students. Determining the financial background of the immediate family the student depending on for educational expenses is key to the success of the program. A detailed worksheet is provided in the application form for your reference. Collecting detailed information on family income is important as SAVICE plans to build a database of students and maintain it on an ongoing basis. Should a student not be awarded financial assistance via scholarship for this year, they may become eligible for new awards during the following academic year.

Academic Excellence

Academic background and achievement of the student will also be used to pre-screen students for the scholarship program. The students should also be aware that improving academic standing will help their position to get a renewal for the following year. The application process and screening process for the following years is easier for students who have demonstrated an improvement in academic standing.

Assessment of Family Background and Annual Income

Facilitators are requested to visit the homes of all first time applicants and acquaint themselves about the family's background, parent's education, annual income, number of earning members in the family including applicant's siblings, and general living conditions before sponsoring any application. These actions will be helpful in assessing the genuineness of the financial need of the applicant.

Assessment of Academic Standing and References

It is our goal to offer financial assistance to the students who have the most potential to get their education and contribute to the society. The organization is seeking to find students who are likely not to finish their





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schooling due to financial reasons. This can be accomplished in multiple ways. SAVICE has instituted the screening process that includes:

1. Determining the educational track record of the student
2. Hearing the teachers around the student attest to the fact that they see a bright future for the student
3. Learning about the school's operations (tuition fee, direct educational expenses such as books/travel, any after school tuition programs the student might be required to attend)
4. Having a student write in his/her own words why education is important in their life and what do they want to achieve in life through education

It is key to ensure the student's community and school play a big role in mentoring the student and provide continuous feedback into SAVICE on their progress and ensuring academic progress is reported on an ongoing basis.

Scholarship Amounts

SAVICE will provide financial assistance to students in middle and high schools (per earlier definition). The amount of disbursement is based on planned education per following table:

School Grade	Scholarship Amount	Comments & Guidelines
Middle School (6 th through 9 th grades)	US\$75.00	Covers – Tuition, Books and reasonable after school tuition expenses)
High School (10 th through 12 th grades)	US\$100.00	Covers – Tuition, Books and reasonable after school tuition expenses)

Conclusion

We request you to thoroughly familiarize yourself with the Scholarship Program policies and processes before you hand out application forms to the students and submit them to the US office. Non-compliance with the requirements will not only delay processing of the student's application form, but may result in the rejection of an ineligible or incomplete application. It will also create needless and costly correspondence between office and facilitators. Please continuously monitor the academic progress of the renewal students (for the next academic year) so that the students are able to meet the academic excellence criteria specified by SAVICE and go on to complete current education all the way through college degree.

I convey SAVICE's appreciation and gratitude to all of you for your contribution to the transformation of the lives of academically bright and financially needy students in Vietnam and thus helping the realization of SAVICE's mission and objectives. The organization looks forward to your continued support and cooperation.

Yours truly,

Director, SAVICE Operations

