Counseling and Human Service Department

Student Scholarship Application Procedure

1. All students must complete application. Only one application per program is required. Students may not apply for all three scholarships.
2. All applications regardless of type must include a program faculty letter of support. Faculty member must also sign application.
3. Incomplete applications may automatically be rejected.
4. Students can apply for a maximum of $450 per application (1 per program year).
5. Student that have extenuating circumstance and need additional support must write a statement of need indicating financial burden and amount of additional support requested. This statement must be attached to scholarship application and faculty letter of support.
6. Based on fund availability scholarship committee will address the statement of need applications. Student can only apply for extenuating circumstances once. These funds are not guaranteed and request may be altered or denied.
7. Applications deadlines are October 1 for Fall and March 1 for Spring/Summer semesters.
8. Decision will be made within 7-10 days of deadline. Allow two weeks for statement of need requests.
9. Scholarship committee will notify recipients via email.
10. Recipients of awards will be asked to submit a statement to Counseling and Human Service newsletter regarding their experience at conference as a result of the scholarship.
11. All applications and supporting documentation should be emailed *as one pdf document* to [chsscholarship@odu.edu](mailto:chsscholarship@odu.edu)
12. Any questions can be addressed to any supporting faculty member within your program.

Scholarship Committee Chairs

Dr. Rehfuss

Dr. Sparkman