

**Charlottesville Community Scholarship Application
Letter of Recommendation**

Part 1: Applicant - Complete this part.

Applicant's Name _____ Social Security # ____ - ____ - ____

Address _____

Telephone _____ E-mail _____

High School _____ Year graduated _____

Program and School in which you plan to enroll _____

___ I hereby waive my rights to see the letter of recommendation in which case such letters will be held in strict confidence.

___ I do not wish to waive my rights to see the letter of recommendation and the recommender understands that the applicant has the right of inspection.

Consideration of the application will not be affected in any way by the applicant 's decision whether or not to waive the right of inspection.

Signature of Applicant

Date

.....
Part 2: To be Completed by Person Providing Recommendation

The Applicant is applying for a Charlottesville Community Scholarship, which is intended for low and moderate income residents of the city who plan to attend two- or four-year undergraduate colleges or enroll in vocational training programs. Thank you for helping us to evaluate the Applicant's qualifications for this scholarship.

Name _____ Telephone _____

School or Organization _____ Title _____

Address _____

E-mail _____

How long have you known the Applicant? _____

In what capacity have you known the Applicant? _____

Please comment on the Applicant's qualifications to complete the academic or vocational program that he or she is about to undertake (you may attach a statement).

_____ (over)

Letter of Recommendation for _____

Why do you believe the Applicant would be a worthy recipient of the Charlottesville Community Scholarship? _____

Is there anything else you would like to tell us about the Applicant? _____

Thank you. Please return this form by March 1 (high school seniors and adults) or October 1 (adults only) to:

Charlottesville Community Scholarship Program
P. O. Box 1221
Charlottesville VA 22902

If you need assistance, please call Ms. Kay Ruffner, scholarship coordinator at Charlottesville High School, at 434-245-2682 or e-mail ksr@cs.virginia.edu.