

## OPA-LOCKA ANNUAL EDUCATIONAL SCHOLARSHIP POLICY

### Objective

The City of Opa-locka has established a scholarship fund to provide financial assistance to qualified high school seniors who wish to pursue post - secondary education by disbursing educational scholarships. The scholarship amount is to be dependent upon the annual budget allocation. Applicants who reside in the City of Opa-locka meeting all the requirements will be eligible to receive an award.

### Guidelines

Applications can be obtained online at [www.opalockafl.gov](http://www.opalockafl.gov) or at City of Opa-locka City Clerk' s Office, 780 Fisherman Street, 4th Floor, Opa-locka, Florida. Applications must be filled out completely. Any incomplete applications will be disqualified from the application process.

All applicants must submit the following:

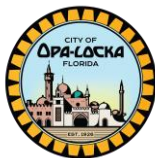
- Completed application.
- Three (3) reference letters from non-relatives. **At least one letter must be from a school official.** (Teacher, principal, counselor etc.)
- One (1) unofficial transcript. Official transcripts due at end of 4<sup>th</sup> term.
- Essay- Addressing educational goals and community involvement (750 words maximum)

### Qualifications:

- Must be a resident of Opa-locka.
- Must be a high school senior.
- A minimum cumulative GPA of 2.75.
- Demonstrate leadership at school or in the community.

### Requirements:

All applicants awarded a scholarship will be required to provide proof of acceptance to an accredited college, university, or trade school. A receipt of



registration verification is required before any funds are disbursed directly to the applicant's school of choice. If evidence is not provided the scholarship is forfeited.

### **Timeline:**

Advertisement: Notification will be advertised December- April.

Submissions must be received by 5pm on the last day of advertisement.

Application review: Review will commence the following business day after submission and continue for 7 business days.

Selection Date – Recipients will be identified on the final day of the application review period.

Presentation Date – Recognition and funds will be disturbed at the next RCM following selection.

### **Proof of Residency**

Awardees will be required to provide two (2) proofs of residency. Proofs must be documented under the applicant's parent/ guardian's name.

Acceptable supporting documentation of residency include:

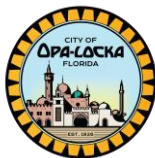
- Utility Bill
- Driver's license or Identification
- Passport

### **Basis for Selection**

Applicants will be selected based on the following items:

- Academic Achievement.
- Dedication to extracurricular activities and or community involvement.
- One -page essay
- Interview

Each application will be evaluated and ranked based on the above selection criteria. Applications will be reviewed by the Scholarship Selection Committee consisting of members of the City of Opa-locka Community



Relations, Recreations and Activities Advisory Board. All decisions of the committee will be final.

### **Disbursement of Awards**

The City will distribute funds directly to the applicant's school of choice upon receipt of registration verification to an accredited college or university.

### **General Scholarship Program Conditions:**

- a. The City reserves the right to withdraw or cancel the Scholarship Program at any time without prior notice.
- b. The City reserves the right to postpone the Scholarship Program at any time.
- c. The City reserves the right to seek clarification of information submitted in response to the Scholarship Program Application.
- d. The City reserves the right to modify the Scholarship Program as it deems necessary.
- e. Any material misrepresentations made by the applicant(s) will void the application and eliminate the applicant from further consideration.
- f. The City reserves the right to take all reasonable and appropriate steps to recover diverted funds.

Scholarship applications should be submitted to:

**Joanna Flores, City Clerk**  
**City of Opa-locka**  
**780 Fisherman Street, 4<sup>th</sup> Floor.**  
**Opa-locka, FL 33054**  
**(305) 953- 2800 / 2801**  
[jflores@opalockafl.gov](mailto:jflores@opalockafl.gov)

**CITY OF OPA-LOCKA EDUCATIONAL SCHOLARSHIP APPLICATION**