



**AAUW Buffalo Branch
Chamberlin Loans and Funds for Education
PO Box 397
Amherst, New York 14226-0397**

Dear Candidate,

Thank you for your interest in the AAUW Buffalo Branch Chamberlin Loan Fund and Funds for Education. Enclosed are the application form, application instructions, information about the Chamberlin Loan Fund and Funds for Education, and a referral form (print three copies to give to your recommenders). The deadline for submission of the completed application is **December 1**.

Please pay special attention to the budget section of the application. This should reflect the difference between your income (receipts) and your expenses as a student which will help us to determine your needs. If you have a special needs request, please write an explanation and justification for it, and enclose it with your application.

Once the deadline is past, an interview will be arranged with a committee of AAUW Buffalo Branch members. This will be in **January of the upcoming year**. If you are unable to attend an interview during this time, please let us know and we will arrange another time. We normally hold the interviews in a local library.

Should you have any questions, please feel free to e-mail me at chamberlinfund@yahoo.com.

Sincerely,

Chamberlin Loan Fund Chair



CHAMBERLIN LOANS – FUNDS FOR EDUCATION

American Association of University Women

Buffalo Branch, Inc.

PO BOX 397 AMHERST NY 14226-0397

Chamberlin Loans:

The Chamberlin Loan Fund was established by Sarah A. Chamberlin to provide a college education for women of good character and promising scholarship who might not otherwise be able to procure a college education. Preference will be given to students in attendance at Cornell University as stipulated in the will, and to students whose legal residence is in the Western New York area.

Funds for Education:

The Funds for Education is a separate fund for loans and grants available to both male and female qualified candidates.

Both funds are administered by the Buffalo Branch of the American Association of University Women (AAUW). The Award offered will be considered a package to be accepted or rejected in its entirety.

INSTRUCTIONS FOR THE APPLICANT

To be eligible for selection, You must:

- Be a student of good academic standing in an accredited college or university.
- Have successfully completed at least one year of college or be enrolled in a graduate or professional school before filing an application. Post Professional Reviews and Internship Funds available only through Funds for Education.
- Be pursuing an academic program leading toward a baccalaureate degree, if enrolled in a two-year program.
- Be enrolled in a credit granting program recognized by your college/university, if requesting a loan for foreign study.
- Be a resident of Western New York's eight counties (Erie, Niagara, Chautauqua, Cattaraugus, Orleans, Genesee, Wyoming, Allegany) and/or a student attending a college in that area.

Please follow these steps in completing the application form.

- Complete the application as accurately and completely as possible. Legibility and mathematical accuracy are very important.
- Obtain Registrar certified copies of your college transcripts for each college or university you have attended.
- Provide three letters of recommendation (forms enclosed). At least one must be from a college faculty member. The other two may be from an activity director, employer, friend or second faculty member. Give each of your recommenders a form plus a stamped envelope containing the mailing address of the Loan Chair.
- Repeat candidates must have current letters of recommendation.

Date of Application:

- The Loan Chair must receive the application, three written recommendations, and the official transcript by June 1 or by December 1.

Selection Procedure:

- After the Loan Chair has received the completed application, the three recommendations and the official transcript, a personal interview with the selection committee will be arranged.
- Awards are made on a competitive basis.
- You will be notified of your status within four weeks of the interview.

Amount of Award:

- The award depends upon financial need and the committee's evaluation of your potential to repay the loan portion.
- The maximum available is **\$3,000**.
- you may apply for a loan once a year for up to four years.

Terms of Loan portion of Award:

- Your notarized signature and that of a co-signer are required on a promissory note for the amount of the loan.
- A loan from this Fund is to be repaid without interest and is payable over a period of four years, beginning six months after graduation or upon leaving the college or university.
- The note must be reduced by 25% of the principal during each of the next four years.
- Loans not repaid within the prescribed period are turned over to a collection agency.

It is necessary that you agree:

1. To accept the responsibility of notifying the Loan Fund Treasurer of the Chamberlin Loan Fund, AAUW Buffalo Branch, Inc of:
 - a. Name and current address
 - b. Date of graduation (shortly after receiving degree) or date upon which college attendance was terminated.
2. To send an annual written statement regarding your scholastic, financial, and career status to the Loan Fund Treasurer of the Chamberlin Loan Fund by July 1 until the loan is paid.
3. To permit publicity of your award to be released in local newspapers.



Applicant _____
Last name First

Date of Application _____

Amount Requested _____

Anticipated date of graduation _____
Month Year

Social Security Number _____

LOAN APPLICATION
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
BUFFALO BRANCH, INC., BUFFALO, NEW YORK

This application should be typed or printed and returned to the Chair of the Chamberlin Loan Fund.

Address: Chamberlin Loan Fund
P.O. Box 397
Amherst, New York 14226-0397

DO NOT WRITE IN THIS SPACE

Action of Committee: _____

Members Present: _____

_____ Date _____

Action of Board: _____

Date: _____

Comments:

Action of Treasurer: _____

Date _____

APPLICANT

Last Name First Name Middle Name

Previous Legal Name(s): _____

Permanent home address _____

Phone _____

Address at school _____

School Phone _____

Date of Birth
Month _____ Day _____ Year _____

Marital Status:
____ Single ____ Married ____ Divorced ____ Separated

E-Mail Address _____

Health Status
I consider my health status to be:
____ Excellent ____ Good ____ Average ____ Below Average

Family Information

A. Parent 1 _____
Home address _____
Name & Address _____
of employer _____
Job Title _____

B. Parent 2 _____
Home address _____
Name & Address _____
of employer _____
Job Title _____

C. Ages and occupations of siblings _____

D. Spouse/Other
Name _____
Home address _____
Name & Address _____
of Employer _____
Job Title _____

E. Dependents

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Educational History

- A. Name of college or university in which you are now enrolled or have been accepted for the coming semester: _____
- B. Please check your current college standing: ____ Freshman ____ Sophomore ____ Junior ____ Senior ____ Graduate Student
- C. Academic average last semester _____ Cumulative average _____
- D. In what field of study do you plan to specialize? _____
- E. What degree do you seek? _____
- F. When do you expect to graduate? Month _____ Year _____
- G. If you have attended other colleges or universities, please list and give dates of attendance, degrees earned and/or academic credits accumulated toward a degree. _____

- H. Briefly state your education and career goals _____

- I. Name honors and awards you have received. Give a brief description _____

Work History

(List the most recent job first)

Employer Name & Address	Job Held	Full or Part Time	Dates Employed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Financial

A. Have you received a loan or loans for your education? _____ If so, please supply the details below.

Sources	Date(s) of Loan	Total Amount(s) Outstanding	Plan(s) for Repayment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Have you been a prior recipient of an AAUW Loan? _____ If so when? _____ How much? _____

C. If you previously attended a college or university, to what extent (estimate percent) were your past years self-financed? _____%

D. Fill out carefully your estimated budget for the appropriate time period. Please write in the time period (e.g., month, semester, summer or year). _____ Fill in budget items that apply to you.

RECEIPTS

- Savings _____
- Anticipated net earnings (Specify time period) _____
- Advances from family members or friends..... _____
- Scholarships, fellowships, grants _____
- (Specify source) _____
- Loans _____
- (Specify sources) _____
- Other sources (Specify) _____
- TOTAL** _____

EXPENSES

- Board, food budget..... _____
- Lodging (rent, Mortgage) _____
- Utilities _____
- Tuition _____
- Fees _____
- Books, supplies _____
- Clothing _____
- Health insurance _____
- Other health related expenses _____
- Car expenses (gas and upkeep) _____
- Car insurance _____
- Other travel expenses _____
- Debt repayment _____
- Child care _____
- Other (specify) _____
- TOTAL** _____

PLEASE supply documentation for your figures: e.g., financial aid office forms, income tax returns, etc.

Other Information

Use the following lines to detail any other pertinent facts not covered in this application:

References

- A. **Three letters of recommendation**, not from relatives or classmates, supporting your application for a loan should be sent **directly** to the Chair of the Chamberlin Loan Fund by the writers of the recommendations. At least one of the letters must come from a person who is familiar with your college academic achievements, such as a college academic adviser, faculty member, department dean or Dean of Student Affairs. The writer should be qualified to comment on your academic potential.
- B. **The official transcript of your complete college record** is to be sent by the college registrar **directly** to the Chair of the Chamberlin Loan Fund at the address given on the front page of this application.

Personal Interview

A personal interview is required for each applicant. The interviews will be held close to the application cut off dates. Please

list below the dates and times during _____ when you will be available for an interview.

Dates

Times

_____	_____
_____	_____
_____	_____

Addendum:

Special Circumstances Funds:

If you would like part of your award to be in the form of a grant to cover a special circumstance such as a conference you wish to attend, a special project, publishing expenses, etc., please attach a letter to this application specifying how the grant money will be spent.



CHAMBERLIN LOANS – FUNDS FOR EDUCATION

American Association of University Women
Buffalo Branch, Inc.
PO BOX 397 AMHERST NY 14226-0397

RECOMMENDATION

Name of Applicant: _____

School: _____

Name of Recommender: _____

TO THE APPLICANT: Please enter your name and school above. Give one of these forms (two pages) along with a stamped and addressed envelope to each of three individuals you have asked to provide a recommendation as part of your application.

OPTIONAL WAIVER OF RIGHTS:

I hereby waive my right to have access to this Recommendation Form when completed and understand that this confidential recommendation is used only in consideration of my application.

Applicant's Name _____ Date _____

TO THE RECOMMENDER:

Thank you for your assistance. Your assessment of the applicant named above will greatly assist the Selection Committee in its decision. Your time in furnishing this information is appreciated.

After completing this form, please send it before December 1 to:

Attention Chair
Chamberlin Loan Fund
P.O. Box 397
Amherst, New York 14226-0397

1. How long and in what capacity have you know the applicant?

Four horizontal lines for answer to question 1.

2. What do you consider the applicant's talents or strengths?

Four horizontal lines for answer to question 2.

3. How well do you think the applicant will perform in her / his chosen field?

Four horizontal lines for answer to question 3.

4. Do you see the applicant as a good risk for an interest free loan?

Definitely ____ Probably ____ Possibly ____ No ____

5. Using the chart below, please give us your appraisal of the applicant relative to others you known in a similar capacity.

	Excellent	Good	Average	Below Average	Not Observed
GENERAL					
• Motivation					
• Maturity					
• Intellectual Ability					
• Creativity & Imagination					
• Self-Confidence					
CHARACTER					
• Integrity					
• Persistence					
• Ability to work with others					
• Energy Level					
• Dependability					
• Honesty					

6. Please feel free to comment on the ratings that you have assigned in # 5 and make an additional statement about the applicant's record, potential, or personal qualities which you believe would be helpful to the Selection Committee.

Signature _____ Date _____

Name _____ Title _____
(Type or Print)

Name of School or Organization _____

Address _____

Telephone Number (_____) _____ - _____ Ext (_____)