

Fiscal  
Year  
2017

# NABA BALTIMORE SCHOLARSHIP PROGRAM

SCHOLARSHIP APPLICATION AND INSTRUCTIONS  
FISCAL YEAR 2017



***“Lifting As We Climb”***

The mission of NABA, Inc. is to address the professional needs of its members and to build leaders that shape the future of the accounting and finance profession with an unfaltering commitment to inspire the same in their successors.

The Association shall unite through membership accountants, finance and business related professionals and students who have similar interests and ideals, are committed to professional and academic excellence, possess a sense of professional and civic responsibility, and are concerned with enhancing opportunities for minorities in the accounting, finance and business related professions. The goals of the Association include, but are not limited to, the following:

- To promote and develop the professional skills of our members
- To encourage and assist minority students entering the accounting profession
- To provide opportunities for members to fulfill their civic responsibilities
- To promote public confidence in our members and the services they provide
- To encourage cordial relations among members and cooperative relationships with other professionals
- To represent the interests of current and prospective minority accounting professionals
- To ensure long-term financial stability and provide adequate resources to implement chapter, regional, and national programs.

Since inception, the National Association of Black Accountants, Inc. (NABA) has provided millions in scholarship funds to deserving students. Through the generous contributions of individuals, groups, and organizations that share NABA's desire to break through the economic barrier minorities often experience, NABA offers scholarships on a national, regional and local level.

The NABA Baltimore Scholarship Application is accepted from January 18 – March 27 (postmark deadline).

**Applications Accepted: January 23 – March 27, 2017**

# ELIGIBILITY

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**All applicants must meet the following eligibility requirements:**

1. Be African-American (Black) or of African descent.
2. Be an **ACTIVE NABA STUDENT** member, whose membership dues have been received by NABA's National Office no later than **January 31st**. If you are unsure of your status, please call the national office prior to the deadline. **Special Note:** Regardless of the circumstances, once becoming a professional member, you are not permitted to return to student status. Graduate students must have entered graduate school immediately after receiving their undergraduate degree in order to maintain student status and be eligible for a scholarship.
3. Be currently enrolled at a four-year United States college or university as a full-time (12 semester hours or equivalent), **undergraduate** freshman, sophomore, junior, or first-year senior accounting, finance, or business major **or** be a full-time **graduate** student (9 semester hours or equivalent) enrolled or accepted into a master's-level business program. **Special Note:** Winter 2016 and Spring 2017 graduates are eligible to apply for CPA Review Scholarships **only**.
4. Must be in good academic standing. *Please provide a conversion of your grades to the "4.0 grading scale" if your college or university does not use this scale.*

# APPLICATION MATERIALS

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**Please submit the following:**

- A completed **NABA Baltimore Scholarship Application**. The application **MUST** be completed in its entirety, including "N/A" for items that are not applicable to you.
- A Current **Resume**. Be sure to include all accolades including scholarships and awards received, campus and community involvement, and experience.
- **An Essay Response of 500 words or less**. What's the most profound thing you've gained or learned from being involved in NABA? And what can NABA do to remain relevant to students?
- **Calculation of Major GPA**. This must be included in the scholarship application under the **Academic Profile** heading for your application to be considered complete. A worksheet is provided in this application to help you with this calculation. Please refer to Appendix A: Calculating In-Major GPA Worksheet for more information.
- **One Letter of Recommendation** - Must be from a member of the accounting/business faculty at your college/university or from a **non-relative** who is familiar with your academic and/or

Applications Accepted: January 23 – March 27, 2017

## NABA Baltimore Scholarship Application

professional performance (i.e. employer, advisor, mentor, etc.) The Letter of Recommendation **must be sent directly to the recommender** to the Scholarship Committee. In addition, the letter must contain a **signature of the recommender**.

The Scholarship Committee will accept electronic and hard-copy Letters of Recommendation. Note that the Letters of Recommendations are subject to the **postmark deadline** and must be **received by March 27<sup>th</sup>** to be included in your application package.

Signatures on electronically submitted Letters of Recommendation will be accepted in one of the following ways:

- Electronic Signature in Adobe
- Recommender prints, signs, and subsequently scans the signed letter as a PDF file in Adobe

**Special Note:** Letters of Recommendation arriving from student email accounts will not be accepted even if the Letter is signed by the recommender. The recommender must directly submit their Letter of Recommendation.

- **Official Current Academic Transcript** through the Fall of 2016. Applicants must request the University Registrar mail the transcript directly to the mailing address indicated below. The Scholarship Committee will also accept electronic transcripts to the email address below if University provides this service. Transcripts are subject to the postmark deadline and must be received by March 27<sup>th</sup> to be included in your application package.
- **Unofficial Current Academic Transcript** through the Fall of 2016. Applicants need to provide their Unofficial Transcript in either PDF or Word Format.

**Special Note: BOTH an Official and Unofficial Transcript are REQUIRED** for a complete application package. Official Transcripts will be considered Unofficial if they are opened and scanned as the method of submission.

- **Submission of Documents:** Please see the email address and physical address below. Under no circumstances are students to hand deliver scholarship application materials to the physical address. Methods of submission other than those previously explained **will not be accepted**.

ALL materials unless otherwise stated should be provided electronically, to:

[baltimorescholarshipapp@gmail.com](mailto:baltimorescholarshipapp@gmail.com)

**Subject Must Include:**

Applicant First Name and Last Name  
and Contents of Email

**For example:**

To: [baltimorescholarshipapp@gmail.com](mailto:baltimorescholarshipapp@gmail.com)

Subject: Jane Doe – Completed Scholarship Application

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## Additional Information

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Scholarships will be presented at the awards reception held **on Thursday, April 20<sup>th</sup>**. The location is **Ruth Chris at Pier V in Downtown Baltimore**. Recipients **MUST** be present in order to receive award. The actual cash awards will be made from NABA Baltimore during the Fall semester upon receipt of proof of enrollment for the period covered by the award.

Awards are made for the following academic year (Fall 2016 – Spring 2017) Award recipients will be notified in early April. Scholarship disbursements will take place prior to each academic semester (Fall 2016). Awards will be made payable to the University. NO students will directly receive scholarship funds.

It is your responsibility to ensure that your Registrar have enough time (usually three to four weeks) to get the required items to the Scholarship Committee. We will only accept original documents. Faxed materials will not be accepted. NABA is not responsible for items lost or improperly handled by the mail carrier services. We recommend having the official transcript and letter of recommendation sent by certified mail.

Please note that CPA Exam Review Scholarships are for free or discounted review courses and are not paid to the students in scholarship dollars. CPA Exam Review Scholarships cannot be applied to tuition as they are not paid in scholarship dollars.

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# SCHOLARSHIP APPLICATION

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## PERSONAL INFORMATION

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NAME	LAST	FIRST	MIDDLE INITIAL
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EMAIL

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DATE OF BIRTH	GENDER	FEMALE	MALE
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## PREFERRED MAILING ADDRESS

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STREET

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CITY	STATE	ZIP CODE
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PHONE

## FINANCIAL AID MAILING ADDRESS

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NAME AS IT APPEARS ON YOUR STUDENT ACCOUNT	STUDENT ID NUMBER
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STREET

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CITY	STATE	ZIP CODE
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# SCHOLARSHIP APPLICATION (cont.)

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## ACADEMIC PROFILE

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COLLEGE/UNIVERSITY NAME

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CLASSIFICATION (I.E. FRESHMAN, SOPHOMORE, ETC.)

MAJOR

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EXPECTED GRADUATION DATE

EXPECTED DEGREE

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GRADE POINT AVERAGE (AS OF 12/16)

IN-MAJOR

OVERALL

SCALE

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NABA STUDENT CHAPTER AFFILIATION

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POSITION IN NABA

# SCHOLARSHIP APPLICATION (cont.)

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HAVE YOU ACCEPTED AN OFFER FOR A FULL-TIME JOB OR INTERNSHIP?    Y    N

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COMPANY NAME

# APPLICANT'S STATEMENT

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In submitting this application, I hereby certify that:

1. I have met ALL requirements as outlined and acknowledge that misrepresentation of the information presented may be grounds to rescind the scholarship award. I also agree to inform the scholarship committee of any significant changes to that information.
2. I understand that by signing and submitting this application I agree to a minimum 2-year NABA membership (current and next fiscal year).
3. I will use the proceeds of any scholarship aid received for the payment of tuition, required fees, room and board, and/or required materials only.
4. I agree to the release of official transcripts of my grades to the National Association of Black Accountants, Inc.
5. If I am awarded a scholarship, I will provide satisfactory evidence, as required by NABA, of my full-time enrollment during the period(s) for which the scholarship is awarded.
6. I understand that if completion of my studies is planned for the middle of the academic year (i.e. a December graduate), I will receive 50% of the scholarship award.
7. I understand that submission of this application constitutes permission to use my name and/or photograph for promotional purposes in all NABA publications.
8. I will attend the award program to receive the scholarship on, **Thursday, April 20th**. The location is **Ruth Chris at Pier V in Downtown Baltimore**.
9. I understand that I will provide any supplemental information as required by the Scholarship Committee upon being selected as a recipient.

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PRINT NAME

SIGNATURE

DATE



# Appendix A: CALCULATING IN-MAJOR GPA WORKSHEET

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The following worksheet is intended to aid in calculating your In-Major GPA. Please complete the form and attach to your scholarship application. Add additional lines as needed. Save this document using your first and last name (i.e. GPA- Jane Doe.doc).

1. Determine the courses required for your major
2. Weigh the grade you received for each course using the scale below
3. Multiply the grade weight by the credit hours for the respective course
4. Sum the grade points and divide by the total number of credit hours

Grade with Weight:

A = 4	B = 3	C = 2	D = 1
A- = 3.75	B- = 2.75	C- = 1.75	D- = 0.75
B+ = 3.5	C+ = 2.5	D+ = 1.5	F = 0

Major Course	Grade	Grade Weight	Credit Hours	Grade Points (Weight * Credits)
			<b>Total</b>	<b>Total:</b>

Total Grade Points \_\_\_\_\_ Divided by Total Credit Hours \_\_\_\_\_ = \_\_\_\_\_ In-Major GPA

# Appendix B:

## 2016 APPLICATION MATERIALS CHECKLIST

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To complete the application process, the following information must be submitted. Please provide all documents electronically unless otherwise stated. Electronic submission is due by March 27<sup>th</sup>, 2017 @ 11:59 pm. No late or incomplete submissions will be reviewed or considered in scholarship decisions.

☐ **A Completed Application**

Please **legibly print** or type your responses on the application, including "N/A" for items that are not applicable to you. The application **MUST** be completed in its entirety.

☐ **A Current Resume**

Be sure to include campus and community involvement as well as any honors/awards received. Please include your resume in the same email submission as your completed application. This is due by **March 27, 2017 @ 11:59pm**.

☐ **Essay Response of 500 words or less**

Your essay should specifically respond to the following question in 500 words or less: **What's the most profound thing you've gained or learned from being involved in NABA? And what can NABA do to remain relevant to students?** Please include your essay in the same email submission as your completed application.

☐ **Professional Headshot (OPTIONAL)**

Please include a headshot photo. This photo may be included in the Scholarship Reception Booklet if selected as a Scholarship Awardee. Please include the photo in the same email submission as your completed application.

☐ **Calculation of Major GPA**

Your In-Major GPA must be included in the scholarship application under the **Academic Profile** heading for your application to be considered complete. A calculation worksheet is provided on the NABA website National Scholarship page. Please complete the GPA Calculation worksheet and include it in the same email submission as your completed application.

☐ **One Letter of Recommendation**

Must be from a member of the accounting/business faculty at your college/university or from a **non-relative** who is familiar with your academic and/or professional performance (i.e. employer, advisor, etc.). When submitting, please remember:

- The Letter (document) must be on school letterhead and signed by the

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recommender

- Electronic signatures in Adobe are acceptable. The alternative is to have the recommender print, sign, and then scan the letter into Adobe.
- The Letter (document) must be saved with the applicant's name (i.e. First Name, Last Name)
- The Letter (document) must be emailed with the subject line, "Letter of Recommendation – First Name, Last Name (i.e. Letter of Recommendation – Jane Doe)
- The Letter (document) should be sent to [baltimorescholarshipapp@gmail.com](mailto:baltimorescholarshipapp@gmail.com).
- The Letter (document) must be email directly from the recommender. The email address and the signature on the Letter **must match**.

□ An **OFFICIAL** current **Academic Transcript (through the Fall 2016 semester)**.

You must request that your University's registrar forward the transcript directly to the mailing address indicated. **If your school provides official transcripts electronically, they must be sent directly to the email address provided. We will not accept student copies or other unofficial transcripts.** Opened transcripts will be deemed "unofficial" and thus not accepted.

If transcripts are sent via mail, (directly from your University) they must be received by **March 27, 2017 (11:59 PM Postmark Deadline)**.

If transcripts are sent via email (directly from your University), they must be received by **March 27, 2017 (11:59 PM Postmark Deadline)**.

□ An **UNOFFICIAL** current **Academic Transcript (through the Fall 2016 semester)**.

This should be in a PDF or Word document

□ Official Transcripts (if not provided electronically) must be **mailed** to:

KPMG, LLP

ATTN: Candace Green, NABA Baltimore Scholarship Committee

1 East Pratt Street, 6<sup>th</sup> Floor

Baltimore, MD 21202

**NO HAND DELIVERED SCHOLARSHIP APPLICATION MATERIALS WILL BE ACCEPTED!**

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