

NEQC PROCEDURE	Procedure # NEQC01	Page 1 of 2
Title	SCHOLARSHIP	
Owner	Scholarship Committee	
Approved By	Executive Committee	
Revision	Initial release	
Date	Sep 13, 2002	

1 SCOPE

1.1 This procedure describes the process for administering the NEQC Scholarship.

2 POLICY

2.1 Each year, NEQC will award a scholarship(s) to a qualified applicant(s). The quantity and dollar amount of the scholarship(s) may vary annually depending upon available financial resources.

3 PROCESS

3.1 General

3.1.1 Each year, funds for a scholarship(s) will be budgeted by the NEQC Executive Committee based on NEQC's financial status.

3.1.2 Each year, NEQC will publicize the minimum number of scholarships, the minimum award amount and associated information (deadlines, contact information, etc.) Publicity may include but is not limited to the NEQC newsletter and website.

3.1.3 Scholarship applications shall be made available to all ASQ members in good standing belonging to an NEQC member section.

3.1.4 Each year the NEQC Executive Committee shall appoint a Scholarship Committee Chair and a minimum of three committee members to administer/judge the applications.

3.1.5 The award is of a monetary nature to be used by the recipient(s) in any manner to defray the costs associated with educational expenses.

3.1.6 Award acceptance does not prohibit the recipient(s) from receiving other scholarships.

3.1.7 The entire process of applying for admission to college, university, or technical school is solely the responsibility of the applicant(s).

3.1.8 NEQC reserves the right to publicize appropriate information about its scholarship and its recipient(s). Publicity may include but is not limited to the NEQC newsletter and website.

3.2 Eligibility

3.2.1 Applicants must be accepted or currently enrolled at an accredited college, university, or technical school where completion of studies will result in a two year or four year degree or certificate.

3.2.2 Applicants must be full-time students (i.e., 12 credits minimum).

3.2.3 Applicants must be sponsored by an ASQ member in good standing, belonging to an NEQC member section. Self nomination is permitted.

3.2.4 Applicants must be a relative/dependent of the sponsor.

3.2.5 Applicants cannot be a related or a dependent of an NEQC Scholarship Committee member.

3.2.6 Graduate students are not eligible for the scholarship.

3.2.7 Financial need is not a factor in this program.

3.3 Application Requirements

NEQC PROCEDURE	Procedure # NEQC01	Page 2 of 2
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- 3.3.1 Any application not fully complying with the requirements shall be designated ineligible and thus will not be forwarded for scoring/judging.
- 3.3.2 A fully and properly completed application must be submitted along with the following documents:
 - The most recent transcript of the applicant's high school or college record. The transcript must be signed by the school's principal/dean, guidance counselor, registrar or an authorized alternate.
 - A letter of acceptance or, if applicable, a letter of good standing from an accredited college, university or technical school.
 - An original essay on "Quality" as it relates to the applicant's daily experiences, career, life style, or philosophy (a minimum of 250 words and type written/word processed).
 - A copy of the sponsor's current ASQ membership card.
- 3.3.3 The application must be postmarked no later than the posted deadline for the application year.

3.4 Selection

- 3.4.1 The Scholarship Committee Chair shall review all applications and associated documents received by the posted deadline to ensure that they comply with the application requirements. Any submission not fully complying with the application requirements shall be deem ineligible.
- 3.4.2 A copy of all eligible applications and associated documents shall be forwarded to all Committee members for scoring.
- 3.4.3 Committee members will conduct scoring based on the following criteria:

Academic achievement	0 to 40 points
Honors & Awards	0 to 15 points
Extracurricular activities	0 to 15 points
Community activities	0 to 15 points
Original essay	0 to 15 points
Previous NEQC scholarship recipient	-25 points
- 3.4.4 Each committee member shall report their scores to the Scholarship Committee Chair. The Scholarship Committee Chair will average all the scores. The highest average score(s) shall be designated the scholarship recipient(s).

3.4 Notification/Presentation

- 3.4.1 The Scholarship Committee Chair will notify the Scholarship recipient(s). The Committee Chair will also notify all other applicants of the Committee's decision.
- 3.4.2 It is the Scholarship Committee Chair's responsibility to present or send the scholarship to the recipient(s)