



# Chief Petty Officer Scholarship Fund

[www.cposf.org](http://www.cposf.org)

[cposfboard@cposf.org](mailto:cposfboard@cposf.org)

Established 1998

## PRIVACY ACT STATEMENT

Authority to request this information is derived from 5 United States Code 301, Departmental Regulations. The purpose of the information is to apply for educational assistance through the Chief Petty Officer Scholarship Fund. Information provided will be used to assess scholastic achievement and to evaluate the need for financial assistance. Completion of this form is mandatory; failure to provide required information may result in disqualification from participation in the Chief Petty Officer Scholarship Fund Program.

**APPLICATION and ALL SUPPORTING DOCUMENTS  
must be postmarked by April 1<sup>st</sup>**

## INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM

1. All entries must be complete, accurate, and legible. Please type or print in black ink. Fill in all blanks. If **"NONE"** or **"Not Applicable"**, so state.
2. As used in this form, the term **"SPONSOR"** refers to the parent, stepparent, or legal guardian whose service in the **United States Navy as a Chief Petty Officer** is used to establish applicant's eligibility.
3. Information about applicant's Sponsor must describe his/her latest status. (If Sponsor is on active duty, information must describe his/her current affiliation, duty station, etc. If he/she is retired/deceased, information must be as of the time of retirement/death).
4. Application must be signed by applicant and Sponsor, Parent, or Guardian. Signing this application also attests to the accuracy, integrity, and truth of the information provided in this application. Penalty for inaccurate information will be disqualification from the current year's consideration and/or revocation of any awards.
5. All **Required Materials** must be mailed together in one packet (Attachments A, B, and C, Letters of Recommendation, Proof of Eligibility, and Personal Statement). ***Do not include the instruction/Checklist pages in the packet. Do not send Transcripts unless requested!***

# CPOSF APPLICATION CHECK LIST

**Please send your application as Soon as Possible!**

**The completed application package must be postmarked by April 1<sup>st</sup>.**

*The application is not considered complete until ALL items have been received.*

**Before mailing please use this checklist to ensure you have completed all requirements and that all required materials are in your packet!**

- Complete all Sections (1-10) of the 3 page CPOSF Application Form in its entirety.
- Applicant has signed page 3 of the application.
- Sponsor, Parent or Guardian has signed page 3 of the application.
- Have included:
  - Attachment A - Honors and Awards
  - Attachment B – Extracurricular Activities in School
  - Attachment C – Community Activities/Involvement*Include your name in the upper right hand corner of each attachment.*
- Three (3) Letters of Personal Reference (not a relative):
  - typed or neatly hand written on unlined paper in black or blue ink.
  - at least one from a non-academic source
  - Include Name, Address, Phone # and Email Address of Reference
- Proof of Eligibility:
  - Active Duty/Reserves/Retirees: ALL Applicants must provide documented proof of Sponsor's current Rank of Chief Petty Officer (E7-E9).**
  - (For Example: DD214, Statement of Service)**
- Personal Statement: a 200-500 word autobiographical essay.  
*Include your name in the upper right hand corner of the essay.*

**PLEASE NOTE:** It is the **responsibility** of the applicant to ensure all portions of the application package **are postmarked by April 1 and mailed to the correct address.** We strongly encourage all documents be mailed together in one packet to ensure their timely arrival.

**INCOMPLETE AND/OR MIS-MAILED APPLICATIONS WILL NOT BE PROCESSED!**

**Mail Completed Application Packages to:**

Senior Enlisted Academy Alumni Association  
C/O The CPO Scholarship Fund  
1269 Elliot Avenue  
Newport, RI 02841-1525