



(CICA) Caribbean International Cultural Association, Inc

SCHOLARSHIP APPLICATION PROCEDURES AND GUIDELINES

**Deadline:**

Postmarked no later than **March 31, 2024**  
Of Senior Year in High School

**Return to:**

**CICA, Inc.**  
P.O. Box 42089  
Charlotte, NC 28215

**Full Legal Name** \_\_\_\_\_  
Last First Middle

\_\_\_\_\_ Date of Birth Male / Female E-mail Address

**Permanent Address** \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Telephone

\_\_\_\_\_ High School Street City State Zip

**TO BE COMPLETED BY PARENT OR GUARDIAN**

Relationship of Caribbean-born Relative to the Applicant \_\_\_\_\_

Country of Origin \_\_\_\_\_

Name of Parent/guardian \_\_\_\_\_

Name of Parent/guardian \_\_\_\_\_

Permanent Address

\_\_\_\_\_ Street City State Zip

Telephone \_\_\_\_\_ Email \_\_\_\_\_  
Cell Home

We certify that the information we have provided is true and complete to the best of our knowledge. If required, we agree to provide proof of this information, including legal documentation. We realize that if documentation is not provided when requested, the Applicant may be deemed ineligible for this scholarship. **By signing this application, we certify that we have read the procedures and guidelines and agreed to the non-refundable fee of \$25.00 that is required to process this application. We understand that the application may not be reviewed for this scholarship if the non-refundable fee of \$25.00 is not enclosed with the application.**  
*Please make check/money order payable to CICA, Inc.*

\_\_\_\_\_  
Applicant's Signature / Date

\_\_\_\_\_  
Parent or Guardian's Signature / Date



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## SCHOLARSHIP APPLICATION PROCEDURES AND GUIDELINES

### SCHOLARSHIP APPLICATION – PART II

#### *Instructions*

Please submit the following items along with Part I of the application and your non-refundable fee of \$25. ***Please note: All documents must be submitted by the deadline (March 31, 2024) for the application to be considered.***

1. A personal narrative of no more than 750 words that describes your culture and how it has shaped who you are and what you do (e.g. your performance in high school [include your GPA], leadership roles, community engagement, etc.) as well as how it has inspired your **career choice**. This essay must be typed and double-spaced.

2. Two letters of recommendation. A Guidance Counselor must provide one of these letters. All letters of recommendation must be emailed to Mrs. Mylene Matthews-Manzano at [mmatthews19@carolina.rr.com](mailto:mmatthews19@carolina.rr.com)

3. A list of colleges that you have applied to or have been accepted to. If accepted, please enclose a copy of each acceptance letter.

#### *Application Procedure*

The CICA, Inc. Scholarship Program is reserved for high school seniors of West Indian descent who are highly motivated and intend to pursue undergraduate degrees, full-time. The program was developed by CICA, Inc. to provide financial assistance to students in the United States of Caribbean descent.

Established in 2002, the Program is funded by a combination of fund-raising events and donations. The Program will further CICA's goal of uniting the Charlotte Community and the Caribbean Community through scholarships, mentoring, and volunteerism.

#### **GUIDLINES**

Each year, a total amount of \$2,500.00 will be awarded to a maximum of five (5) students with each student receiving a minimum of \$500.00. The recipients may use the funds toward any college-related financial obligations during their first year in college. CICA Scholarships are not limited to any specific field or career objectives and may be used to pursue any academic discipline. Several students have received CICA Scholarships since the inception of the Program.



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### SELECTION

The selection process begins when a high school senior submits the application with a \$25.00 non-refundable processing fee. The application must be postmarked by **March 31, 2024**. Each application is carefully reviewed by a scholarship committee according to the following criteria:

- Completeness of the application
- Quality of the personal narrative
- Academic standing
- Leadership ability
- School and community involvement

Award recipients are selected in the spring prior to entering college. Applications are screened during the months of February and March and award recipients are notified in April. An award ceremony will be held in May 4, 2024 where the scholarship recipients will be recognized and given their award.

### APPLICATION DEADLINE

CICA Scholarship applications must be postmarked no later than **March 31, 2024**, of the student's senior year of high school. *Please note: All documents must be submitted by the deadline for the application to be considered.*

### SCHOLARSHIP CONDITIONS

CICA Scholarships may be used towards the costs of tuition, fees, books, room and board, computers, health insurance, general living expenses, and other college-related expenses. Recipients must enroll in and attend an accredited institution in the academic year after their selection and provide verification of enrollment. Scholarship funds are paid directly to the schools and no funds will be dispersed to students directly. All approved recipients must claim their award within one (1) year after being selected.

For further information, please contact:

**Mylene Matthews Manzano, President of CICA**

P.O. Box 42089

Charlotte, NC 28215

Phone: (704) 965-4915

Email: [mmatthews19@carolina.rr.com](mailto:mmatthews19@carolina.rr.com)