

# SCHOLARSHIP APPLICATION INSTRUCTIONS

## for the 2026-2027 Scholastic Year

The USSVI Hampton Roads Base (USSVI-HRB) is concerned that the educational potential for their dependent sons, daughters and grandchildren may not be realized due to financial constraints. The membership believes that all young people who are academically qualified for admittance to an accredited college or vocational school should have the financial means to enable them to attend a school of higher education that will allow them to attain their goals.

It is with this objective in mind that the USSVI Hampton Roads Base has introduced a scholarship program for qualified individuals with an award up a maximum award of \$1,500. Enrollment in a school of higher education represents a crucial step in a student's career realization and the availability of this scholarship program will reduce the financial obstacles that might otherwise prohibit a student from furthering one's education.

**APPLICATION PROCESS:** The Hampton Roads Base (USSVI) has established a Scholarship Committee to review and evaluate submitted scholarship applications. All candidates meeting the Application Eligibility Requirements and wishing to apply for a scholarship must:

- Electronically submit a complete application and all supporting documentation ((2) Recommendations, (3) Essays etc.) in Adobe (.pdf) or Word (.docx) format on or before **Sunday the 7<sup>th</sup> of June 2026** (applications may be submitted electronically any time after the 1<sup>st</sup> of January 2026) to the USSVI-HRB Secretary [Secretary@hrb-ussvi.org](mailto:Secretary@hrb-ussvi.org). The application must be **signed and dated** by the applicant.
- Have transcripts of your education through the date of your application submitted to support your scholarship application (refer to the Hint Sheet). The transcripts may be submitted directly by the school (preferred) or with the application. The transcript(s) must document, as a minimum, the three (3) years of education immediately preceding the 2026–2027 school year. If the transcript(s) are sent directly from the school or institution they should be sent electronically to the Scholarship Committee.
  - For applicants in high school this should be an official school transcript.
  - For applicants already in an accredited institute of advanced education this should be an official school transcript and you must also include the official high school transcripts as necessary to fulfill the minimum three (3) years of educational history requirement.
- Include letters of acceptance or continued enrollment.
  - Applicants who have graduated or are graduating high school must include letters of acceptance to any accredited institute of advanced education they are considering attending.
  - Applicants already in an accredited institute of advanced education must include letters of continued enrollment in that institute.
- Include a list of all extra-curricular activities, awards, and honors both in and out of school from the high school period through the time of application include any positions of leadership and detail responsibilities (refer to the Hint Sheet).
- Include two (2) letters of reference and recommendation. These letters **MAY NOT** be from a family member or your school guidance counselor (they may be from any other teacher or school administrative staff member). These letters must be dated on or after the 1<sup>st</sup> of January 2026 (refer to the Hint Sheet).
- Include (3) original essays of the length specified for each in Part VII of the application. The subject of those essays must be as listed.
- **AI Software such as Chat GPT cannot be used in the writing of your essay submissions.**

### **APPLICANT ELIGIBILITY REQUIREMENTS:**

- Applicants must be a high school senior or graduate under the age of twenty-one years, as of the 1<sup>st</sup> of September, 2026, or
- Applicants must be students under the age of twenty-three years, as of the 1<sup>st</sup> of September, 2026, enrolled in a full-time course of study at an accredited institution of higher learning.

- Applicant must be a direct subordinate relative of a member in good standing of the Hampton Roads Base (USSVI) "**Qualified in Submarines**" and sponsoring the applicant.
- Applicants must be able to demonstrate:
  - Scholastic proficiency.
  - Participation in extracurricular activities that benefit their school and/or community.
  - Recognition of volunteer activities as demonstrated by awards, etc.

### **REVIEW PROCESS AND EVALUATION:**

- All information submitted by the applicant in support of the application **will be maintained in the strictest confidence** and will be made available only to the Hampton Roads Base (USSVI) Scholarship Committee in compliance with the Privacy Act of 1974, Public Law 93-380.
- Eligibility requirements as outlined must be met.
- It is the **applicant's responsibility** to apply for admission to an accredited institution of higher education, including completion of any exams required for acceptance prior to the 16<sup>th</sup> of May 2026, the year of the scholarship award.
- The entries on the application form must be COMPLETE and ACCURATE.

### **NOTES:**

- A "direct subordinate relative" refers to a son, daughter, step-son, step-daughter, grand-son, grand-daughter, step-grand-son or step-grand-daughter (other relationships MAY be acceptable, please inquire).
- The scholarship award or denial will be transmitted to the applicants no later than the 20<sup>st</sup> of June 2026.
- All applicants will be informed by both regular mail and email of the scholarship award or denial after the Scholarship Committee makes its decision.
- The winner will be identified to the Base membership at the Base meeting and Picnic in June.
- Any questions regarding the scholarship program should be directed to the Scholarship Committee Chairman or the Base Secretary (contact information below).
- The selection of an applicant to be awarded a Scholarship will be solely at the discretion of the Scholarship Committee with the notification of the Hampton Roads Base Commander and Executive Board.
- The scholarship award will be paid directly to the applicant's account at the accredited institute of advanced education that they attend. Please provide your Student Number for proper credit by the University's Purser's Office.
- Applicants **must** keep the USSVI-HRB Secretary informed of any changes in regular mail address, email address and/or phone numbers from the time of application submittal until the scholarship has been awarded. We must be able to contact every applicant during the application and award process.
- We look forward to receiving your application.

### **CONTACT INFORMATION for QUESTIONS and APPLICATION SUBMISSION:**

#### **Scholarship Committee Chairman:**

- ETC(SS) Adam Kingsley U.S.N. (Ret.)
- Email: [SeniorVice@hrb-ussvi.org](mailto:SeniorVice@hrb-ussvi.org)
- Phone: 757-535-4179

#### **Base Secretary:**

- MS2(SS) Tony Ficca II
- Email: [Secretary@hrb-ussvi.org](mailto:Secretary@hrb-ussvi.org)
- Phone: 757-646-1152