Dear Applicant:

Thank you for your interest in the Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement. This scholarship fund was created through an endowment from the Helena Rubinstein Foundation in 2011 and is aimed at supporting students in continuing education programs. The Scholarship is open to individuals who seek to advance their careers through education and training, and who do not have access to other sources of funding that can pay for tuition and fees. Scholarship applicants may also be individuals who are unemployed or seeking a career change.

These scholarships are intended to support career advancement for individuals. While exceptions may be made, particularly for those educated in other countries, scholarship awards are not generally given to those who have earned more than 60 college credits and/or an associate or bachelor’s degree. Scholarships are paid directly to the college where the student is enrolled. The scholarship covers 90% of tuition costs. Scholarships do not cover the costs of books, materials, equipment or other course-related expenses.

The scholarship does not support degree program studies.

If you have questions about the scholarship or your certificate program, please consult your college's scholarship liaison.

The Scholarship:
- Covers up to 90% of tuition
- Is awarded for programs that prepare individuals for jobs where there are currently open positions
- Expires at the end of each CUNY financial year (June 30th, 2016)

All applicants are required to submit:
- A signed and completed application form, including essays
- A college application supplement completed by the college
- Verification of income, such as a recent paystub or most recent tax return or proof of receipt of unemployment insurance benefits
  ➢ COVER OR BLACK OUT ALL SOCIAL SECURITY NUMBERS
- A letter of recommendation from a current or former work supervisor is not required, but may also be included with your application

The deadline to receive all items is Thursday, January 7th, 2016. Any items received post-deadline will not be considered for review.

Your scholarship liaison will email completed application forms to:

Andrea Savinovich
Office of Academic Affairs
City University of New York
16 Court Street, 32nd Floor
Brooklyn, NY 11241
Andrea.savinovich@cuny.edu
<table>
<thead>
<tr>
<th>College</th>
<th>Scholarship Liaison</th>
<th>E-mail address</th>
<th>Direct Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baruch College</td>
<td>Sonji Chambers</td>
<td><a href="mailto:sonji.chambers@baruch.cuny.edu">sonji.chambers@baruch.cuny.edu</a></td>
<td>(646)312-5103</td>
</tr>
<tr>
<td>Borough of Manhattan Community College</td>
<td>Eula Henry</td>
<td><a href="mailto:Euhenry@bmcc.cuny.edu">Euhenry@bmcc.cuny.edu</a></td>
<td>(212)346-8433</td>
</tr>
<tr>
<td>Bronx Community College</td>
<td>Michael McShea</td>
<td><a href="mailto:Michael.mcshea@bcc.cuny.edu">Michael.mcshea@bcc.cuny.edu</a></td>
<td>(718)289-5180</td>
</tr>
<tr>
<td>Bronx Community College</td>
<td>Desmona Delaunay</td>
<td><a href="mailto:Desmona.Delaunay@bcc.cuny.edu">Desmona.Delaunay@bcc.cuny.edu</a></td>
<td>(718)289-5173</td>
</tr>
<tr>
<td>City College</td>
<td>Darwin Davis</td>
<td><a href="mailto:davis2@ccny.cuny.edu">davis2@ccny.cuny.edu</a></td>
<td>(212)650-7047</td>
</tr>
<tr>
<td>College of Staten Island</td>
<td>Patricia Lape</td>
<td><a href="mailto:patricia.lape@csi.cuny.edu">patricia.lape@csi.cuny.edu</a></td>
<td>(718)313-0839</td>
</tr>
<tr>
<td>CUNY in the Heights</td>
<td>Belkis Pena-Guante</td>
<td><a href="mailto:Bpena-guante@Hostos.cuny.edu">Bpena-guante@Hostos.cuny.edu</a></td>
<td>(212)567-7132</td>
</tr>
<tr>
<td>Hostos Community College</td>
<td>Magdalena Ramirez</td>
<td><a href="mailto:maramirez@hostos.cuny.edu">maramirez@hostos.cuny.edu</a></td>
<td>(718)518-6719</td>
</tr>
<tr>
<td>Hunter College</td>
<td>Cristian Gallardo</td>
<td><a href="mailto:cgallard@hunter.cuny.edu">cgallard@hunter.cuny.edu</a></td>
<td>(212)772-4247</td>
</tr>
<tr>
<td>Hunter College</td>
<td>Brad Rappaport</td>
<td><a href="mailto:brappapo@hunter.cuny.edu">brappapo@hunter.cuny.edu</a></td>
<td>(212)772-5317</td>
</tr>
<tr>
<td>Kingsborough Community College</td>
<td>Christine Beckner</td>
<td><a href="mailto:christine.beckner@kbcc.cuny.edu">christine.beckner@kbcc.cuny.edu</a></td>
<td>(718)368-5056</td>
</tr>
<tr>
<td>Kingsborough Community College</td>
<td>Toneeka Crawford</td>
<td><a href="mailto:toneeka.crawford@kbcc.cuny.edu">toneeka.crawford@kbcc.cuny.edu</a></td>
<td>(718)368-5051</td>
</tr>
<tr>
<td>LaGuardia Community College</td>
<td>Serena Bowles</td>
<td><a href="mailto:sbowles@lagcc.cuny.edu">sbowles@lagcc.cuny.edu</a></td>
<td>(718)730-7501</td>
</tr>
<tr>
<td>Lehman College</td>
<td>Maryann Drago-Dowling</td>
<td><a href="mailto:MARYANN.DRAGO-DOWLING@lehman.cuny.edu">MARYANN.DRAGO-DOWLING@lehman.cuny.edu</a></td>
<td>(718)960-8077</td>
</tr>
<tr>
<td>Medgar Evers College</td>
<td>DeCarla Anderson</td>
<td><a href="mailto:danderson@mec.cuny.edu">danderson@mec.cuny.edu</a></td>
<td>(718)804-8846</td>
</tr>
<tr>
<td>New York City College of Technology</td>
<td>David Pedreira</td>
<td><a href="mailto:DPedreira@citytech.cuny.edu">DPedreira@citytech.cuny.edu</a></td>
<td>(718)552-1168</td>
</tr>
<tr>
<td>Queensborough Community College</td>
<td>Josephine Troia</td>
<td><a href="mailto:Gtroia@qc.cuny.edu">Gtroia@qc.cuny.edu</a></td>
<td>(718)281-5535</td>
</tr>
<tr>
<td>Queens College</td>
<td>Josephine Gesuale</td>
<td><a href="mailto:josephine.gesuale@qc.cuny.edu">josephine.gesuale@qc.cuny.edu</a></td>
<td>(718)997-5739</td>
</tr>
<tr>
<td>School of Professional Studies</td>
<td>Dawn Picken</td>
<td><a href="mailto:dawn.picken@mail.cuny.edu">dawn.picken@mail.cuny.edu</a></td>
<td>(646)664-8602</td>
</tr>
</tbody>
</table>
CITY UNIVERSITY OF NEW YORK Office of Continuing and Professional Education
Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement

COVER PAGE

Name of applicant: ____________________________________________________________

College: ____________________________________________________________________

Applicant’s Signature:

I, ____________________________, certify that I have read and understood all instructions accompanying this application and have answered all questions truthfully and to the best of my knowledge. I understand that any misrepresentation or omission may be cause for rejection of my scholarship application.

____________________________________  ______________________
Signature of Applicant                     Date

Dean or Director’s Signature:

I, ________________________________, certify that this application has been reviewed by my office and that this applicant is deemed to be both financially in need of scholarship support, and to be seeking enrollment in a course that will support his or her career advancement.

____________________________________  ______________________
Signature of Dean or Director of Continuing Education                     Date

Application Checklist:

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<th>Page</th>
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<td>Application Form</td>
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<td>Essays</td>
<td>7</td>
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<tr>
<td>Information Release Form</td>
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</tr>
<tr>
<td>College Application Supplement (completed by college)</td>
<td>9</td>
</tr>
<tr>
<td>Income Verification</td>
<td>Attachment</td>
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</tbody>
</table>
APPLICATION

PLEASE TYPE OR PRINT LEGIBLE IN INK

CONTACT INFORMATION

Last Name: ___________________________ First Name: ___________________________

Permanent home address: __________________________________________________________ Apt #: __________

City: ___________________________ State: _______ Zip Code: ___________________________

Home Phone: ___________________________ Cell Phone: ___________________________

Email address: __________________________________________________________

PRESENT EMPLOYMENT

Are you currently employed? Circle one: Yes / No

Organization Name: __________________________________________________________

Organization Address: __________________________________________________________

Current Job Title: __________________________________________________________

Description of Duties: __________________________________________________________
### PREVIOUS EMPLOYMENT

Please list employment related to the program you plan to attend:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employer</th>
<th>Job title</th>
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### EDUCATIONAL BACKGROUND

What is your highest level of education?  
___________________________________________

Name of College/University:  
___________________________________________

Dates of Attendance:  
___________________________________________

Please list any other certificates or degrees you have achieved:

<table>
<thead>
<tr>
<th>Dates</th>
<th>College/Institution</th>
<th>Degree / Certificate</th>
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CONTINUING EDUCATION PROGRAM INFORMATION

College: ____________________________________________________________

Program: ____________________________________________________________

Does the program result in certification? Circle one: Yes / No

Certification(s) received upon completion: __________________________________

Does the program include an internship or other work experience? Circle one: Yes / No

Please list up to five courses for which you are requesting funding. For a certificate program, you are required to list each individual class in the program for which you will request a scholarship.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Start Date</th>
<th>Tuition Cost</th>
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Costs of registration fees and exams:

Total tuition cost:

The Helena Rubinstein Scholarship will cover up to 90% of the total cost. Books and equipment fees are not included.

Have you previously enrolled in other courses within the certificate? Circle one: Yes/No

If so, please describe: ____________________________________________________________

_____________________________________________________________________________
PERSONAL ESSAYS

The essays are our primary means of getting to know you; please consider your responses carefully and provide as much detail as needed.

Please write two personal essays to answer the following questions:

ESSAY 1 (up to one page): Why are you in need of financial support in order to enroll in this course or program?

ESSAY 2 (up to one page): What are your academic and career goals? How will your requested course or program help you to achieve your career goals?

Each essay should be typed in 12 point font.
INCOME VERIFICATION

Total household income, 2014: ________________________________

Are you being financially supported, or does anyone claim you as a dependent? Yes/No

Please Describe: ________________________________

Do you have children or other dependents that you are supporting? Yes/No

Please Describe: ________________________________

For verification for income provide documentation such as such as your most recent tax return. If you do not have a tax return, provide TANF/Cash assistance benefits; statement of Social Security or Disability benefits; or proof of receipt of unemployment insurance benefits. If you are being financially supported by someone, please provide their financial information if possible.

Cover or black out all social security numbers.

DEMOGRAPHICS

Date of Birth: ________________________________

Gender, Circle one: Male / Female / Other / No Response

Ethnic Identity (optional): (check all that apply)

___  Black/African American (Non-Hispanic)
___  Hispanic/Latino
___  White/Caucasian (Non-Hispanic)
___  Native American or Alaskan Native
___  Asian/Pacific Islander
___  Other (please specify) ________________________________

Are you a U.S. Citizen, U.S. National, or Resident Alien expecting citizenship by the date of award? Circle one: Yes / No

Are you a U.S. veteran? Circle one: Yes / No
Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement

Print Name:________________________________________

Dear Helena Rubinstein Scholarship Applicant,

The Scholarship releases demographic information to the Helena Rubinstein Foundation. In addition, we would like to describe scholarship awardees’ experiences to future applicants. The optional forms below are for these purposes.

**INFORMATION RELEASE FORM**

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to protect the privacy of information concerning individual students by placing certain restrictions on the disclosure of information contained in a student’s university records. I understand that I have the right not to consent to the release of my educational records and I have the right to receive a copy of such records upon request.

Should I be awarded a scholarship, I, the undersigned, hereby authorize the City University of New York to release the following educational records and information to personnel of the Helena Rubinstein Foundation, 477 Madison Avenue, New York, NY 10022:

1. My name and demographic information contained in the application for the scholarship, such as my age, gender and ethnicity.
2. Information regarding the course to which my scholarship is applied, and confirmation that I enroll in and complete the course.

This information may be released for the purpose of providing information about scholarship recipients and continuing education coursework undertaken with support from the Foundation.

I understand that it will be necessary to send a written request to revoke this authorization.

Signed: ___________________________ Date: __________________________

**PHOTOGRAPH AND QUOTATION RELEASE FORM**

I, ___________________________, hereby give my consent and authorize the City University of New York, to take and disseminate my photograph and quotes and to release appropriate identifying information in marketing the Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement. I understand that these materials and identifying information will be used to promote public awareness of this scholarship opportunity for prospective continuing education students.

Please check which options you are comfortable with in reference to the use of your photograph and quotes:

a) __________ the CUNY website on the Internet and other Internet advertising as appropriate ONLY (i.e. “a” and not “b”)
b) __________ print advertising, e.g. brochures, newspapers, magazines, newsletters ONLY (i.e. “b” and not “a”)
c) __________ I agree to both “a” and “b”

Signed: ___________________________ Date: __________________________
Office of Continuing Education and Workforce Programs
CITY UNIVERSITY OF NEW YORK
Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement

COLLEGE APPLICATION SUPPLEMENT

This application supplement must be filled out by the college endorsing the named scholarship applicant. Preference in granting these scholarships will be given to programs that address specific labor-market demands and can provide information on employment outcomes for students in the targeted program.

Name of applicant: ____________________________________________

College: ______________________________________________________

Program Name: ________________________________________________

Total program hours: ___________________________________________

How many students enrolled in this program during the last calendar year? ______________

How many students completed this program during the last calendar year? ______________

Approximately how many program graduates have found employment in a related field during the last calendar year?

Students found employment: ________

Source of employment data: ______________________________________