

**THE CAROL BARR SCHOLARSHIP FUND
UNIVERSITY OF CENTRAL FLORIDA
HEALTH INFORMATION MANAGEMENT STUDENTS**

Applicant Procedure

- PURPOSE:** To provide a mechanism for distribution of funds provided by interest from the Carol Barr Scholarship Fund. Amounts awarded will vary based on interest accrued and available for distribution. Distributable income may be awarded to one student or divided among two or more students
- DISTRIBUTION:** CFHIMA Scholarship Committee
UCF-HIM Program Director
Applicant
- PROCEDURE:**
1. The President of CFHIMA and the HIM Program Director will distribute the applications to interested students of the HIM Program. The criteria for the scholarship is as follows:
 - A. Applicants must be full or part-time Health Information Management students preparing to enter their senior year of the program.
 - B. Applicants are eligible to receive the scholarship when their senior year course work begins in the fall semester.
 - C. Applicants overall GPA is 2.8 and the Health Information Management Program GPA is 3.3. GPA's must be calculated and attested to by the Health Information Management Program Faculty.
 - D. Academic achievement is the primary criterion, but the need for financial assistance is taken into consideration.
 2. The applicant must complete the application form. The **application form must be typed.**
 3. The applicant must **furnish two (2) letters of reference.** One letter of reference from each of the following:
 - A. Health Information Management Faculty member. The letter should emphasize leadership qualities.
 - B. Any other previous instructor or previous/present employer.
 4. **Attach a resume**, including both education and work experience, as well as, professional and academic organizations.
 5. Applicant should **submit** the completed application package to the Health Information Management Program Director **no later than March 31, 2008.**
 6. The Health Information Management Program Director will submit the completed application packets to the Chair of the CFHIMA Scholarship Committee, who will then convene a meeting of the Committee to review the application.

7. The CFHIMA Scholarship Committee will make recommendations to the HIM Program Director, who will make the final selection of the scholarship recipient(s).
8. The CFHIMA Scholarship Committee Chair will notify the scholarship recipient(s) of the award in writing.
9. The HIM Program Director will submit the appropriate paperwork to the UCF Foundation so that funds can be distributed to the recipient(s). Awards will be equally divided between the fall and spring semesters of the student's senior year.