



## SCHOLARSHIP GUIDELINES AND APPLICATION

The Peggy and Jack Baskin Foundation Scholarship seeks exceptional, highly motivated, underprivileged women attending Cabrillo, Hartnell or Monterey Peninsula College with a strong potential for making a difference in their community, including women who are re-entering the workforce. Each year, the program provides three students from the participating community colleges with a \$20,000 scholarship, to be distributed over two years. Students must be enrolled in one of these three community colleges and dedicated to enrolling in and completing their junior and senior years of their college education as full-time students at a University of California campus. Award decisions are made by the Board of Directors of the Peggy and Jack Baskin Foundation based on the recommendations of the president of the community college.

**Deadline to Submit Application to Community College:** \_\_\_\_\_

*(determined by participating community college)*

## REQUIREMENTS

Scholarship recipients must be enrolled for at least one full year in one of the following schools: Cabrillo, Hartnell or Monterey Peninsula College. Students must use all scholarship funds within two years of community college graduation. Students must be admitted to and enrolled in a University of California campus to receive funds and must maintain good academic standing—a minimum 2.0 cumulative UC GPA. Students who fall below a 2.0 cumulative GPA or do not maintain full-time enrollment during their time in the UC system will no longer be eligible to receive scholarship funds. A Quarter/Semester Update of student progress must be given to the Baskin Foundation at the end of each term, including a performance plan if a student's GPA falls below a 3.0. Upon enrollment, the Baskin Foundation will provide the funds directly to the UC campus each relevant semester. The UC will release the funds only after the student has signed and submitted the Eligibility Verification form to the financial aid/scholarship office.

Each of the participating community colleges may nominate up to three exceptional students. Students must meet the following scholarship requirements to be eligible to apply:

- A woman with a history of outstanding academic and extracurricular success despite socioeconomic hardship
- An intent to give back to her community, in the United States
- A California resident
- A U.S. citizen or eligible noncitizen with legal permanent residency
- A current student at Cabrillo, Hartnell or Monterey Peninsula College
- A cumulative community college GPA of 3.5 or higher
- Eligible for financial aid and not currently in default on a Title IV student loan
- Eligible for Fall admission to a UC campus as a new junior-level transfer student



- Nominated to The Peggy and Jack Baskin Foundation Scholarship by the president of the respective community college

#### APPLICATION EVALUATION CRITERIA

The Peggy and Jack Baskin Foundation will consider a combination of the following factors when evaluating applications. These are evaluated comprehensively, with no single factor outweighing another.

- Overall grades/GPA
- Rigor of community college courses
- Educational goals and career aspirations
- Quality of personal statement
- Quality of graded writing sample
- Quality of letters of recommendation
- Volunteer work (both breadth and depth)
- Noteworthy personal life experiences/hardships
- Financial status (earning, expenses, debt)
- Community college educational accomplishments and honors
- Attention to detail in the application



#### GUIDELINES FOR THE PARTICIPATING COMMUNITY COLLEGE

The community college will be responsible for the following:

- Each year, the community college must sign the participation agreement/letter attached to these guidelines and distribute only the current application.
- The community college must set an internal application due date that allows for the timely submission of complete, high quality applications. In setting this due date, please consider the following:
  - Due dates of other scholarship programs. An earlier due date or due date aligned with other programs may allow for higher quality applications.
  - Sufficient time to provide feedback and support for students to edit and improve their applications.
  - Sufficient time for review and selection by the president of the community college.
- The community college president must nominate three exceptional women to be considered for this scholarship. By **March 15**, the community college must provide the Baskin Foundation with the top three candidates' complete applications, according to the Student Application Instructions attached.
- Each application must include a copy of the Information Release Form signed by the student and Community College representative so that the Baskin Foundation can obtain relevant information regarding the student's financial aid, grades, transfer records, etc. (Note that the student will sign another copy of this form to give to the UC campus.)
- The community college and/or student will notify the Baskin Foundation of student admittance to and intent to enroll in a UC campus as soon as this information is available.
- In March, the Baskin Foundation will select the recipients from each college's nominees. The Baskin Foundation will notify the community college counselor by **April 15**. The counselor will inform the scholarship recipients of their award.
- When the Foundation determines that no candidate from a given college satisfactorily meets the selection criteria, no scholarship is awarded. The scholarship may be carried over to next year when two or more are available.

#### TIPS FOR THE PARTICIPATING COMMUNITY COLLEGE

- Publicize the scholarship opportunity early and often.
- Make a request to faculty each year to ask for nominations of outstanding students.
- Utilize existing resources, such as a writing skills tutor, to review applications and work with students on improvements before final submission.
- The Baskin Scholarship emphasizes both outstanding academic background *and* clear financial need. Please keep this in consideration when selecting nominees.
- The Baskin Scholarship does not support any/all student(s) eligible for admittance to a UC campus. We seek truly exceptional women who are outstanding among their peers. Please keep this in consideration when selecting nominees.



#### GUIDELINES FOR THE PARTICIPATING UNIVERSITY OF CALIFORNIA CAMPUS

The University of California Campus will be responsible for the following:

- The UC campus will receive direct payments from the Baskin Foundation before the beginning of each term. The Foundation will include a copy of the Check Submission Form and the student's Scholarship Eligibility Verification Form with the payment.
- Once the funds have been received, the UC campus will sign and return the Check Submission Form to the Baskin Foundation.
- The UC campus will review the student's status at the time of disbursement. If the student's cumulative GPA falls below 2.0 or if the student does not enroll full-time, the UC will hold funds and immediately inform the Foundation.
- The UC campus' financial aid department will assist the Foundation in ascertaining relevant dates specific to their campus: tuition bill date, availability of final grades, etc., by completing and returning the UC Information Submission Form.

The student will contact the University of California Campus for the following:

- Prior to the student registering for classes, she will submit a signed Information Release Form so that the Baskin Foundation can obtain relevant information regarding the student's financial aid, grades, transfer records, etc. The UC campus will sign this form and the student will return it to the Foundation.
- Once the student has enrolled, she will request that an official verification of enrollment or a letter from the registrar's office confirming enrollment be sent to the Baskin Foundation.
- At the end of each term, the student will submit a brief Quarter/Semester Update to the UC campus for review and signature. The UC campus will verify the student's academic progress and fund status. The student will send the completed documents to the Foundation.



## STUDENT APPLICATION INSTRUCTIONS

*Please read through this entire document to familiarize yourself with the process and ensure your eligibility before applying.*

To complete the application, eligible students must:

- Apply for Fall admission to one or more UC campuses by filing the UC Application for Undergraduate Admission and Scholarships by the November deadline: [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply).
- By the deadline set by your community college, provide the community college counselor or scholarship coordinator with your complete application. *Attention to detail is imperative for a successful application; incomplete applications will not be considered.* The application must contain the following information:
  - Complete Scholarship Application Form (see attached)
  - An official copy of academic transcripts from all colleges attended, including GPA
  - Two letters of recommendation, one of which must be from an academic instructor and one from an academic instructor or a work supervisor if the work is relevant to the student's academics. Submit no more than two letters.
  - Resume, including work and volunteer history
  - Personal statement that includes future goals and how the student will give back to her local community in the United States
  - A graded research paper, on any topic, written in the past two years (do not edit after grading). Do not submit a handwritten exam.
  - Information Release Form – Community College (see attached) signed by student and community college representative
- Apply for financial aid by filing the Free Application for Federal Student Aid (FAFSA) by the March deadline.
- By late March, notify the Foundation of admittance to a University of California campus.

The Baskin Foundation will notify the community college counselor who will inform the scholarship recipients of their award by **April 15**.



#### RECIPIENT FOLLOW UP INSTRUCTIONS

*Students who have been selected as scholarship recipients must complete the following requirements in order to receive scholarship funds. Failing to meet these requirements will result in a loss of funds.*

- Once admitted to a UC campus, the recipient must sign the Information Release Form – UC Campus (see attached) to allow the Baskin Foundation to obtain relevant information regarding the student's financial aid, grades, transfer records, etc. This form must be submitted to the UC campus representative for signature and mailed to the Baskin Foundation.
- The recipient must sign and submit the Scholarship Eligibility Verification Form to the UC campus and to the Baskin Foundation.
- Prior to the start of the recipient's first term at a UC campus, the student must send official enrollment verification or a letter from the registrar's office confirming enrollment to the Baskin Foundation. These can be obtained from the UC campus registrar's office.
- At the end of each term, the recipient will collect information from the UC financial aid department for Quarter/Semester Updates. The student will submit the Quarterly/Semester Update Form and attachments for review by a UC counselor or representative who must sign the form. The recipient will send the signed form and required attachments to the Baskin Foundation by email and mail.
- If a recipient's GPA for a given term falls below a 3.0, she must submit a performance plan with the Quarter/Semester Update.
- The recipient must maintain a minimum 2.0 cumulative UC GPA in order to remain eligible to receive scholarship funds.
- The recipient must maintain full-time enrollment at a UC for two academic years in order to remain eligible to receive scholarship funds.



**TIMELINE**

Please keep this information sheet for your reference.

✓ _____	Student Application due to community college (deadline determined by community college)
✓ <b>March 15</b>	Community college will submit nominees to the Peggy and Jack Baskin Foundation.
✓ <b>March 15-April 15</b>	Community college will notify the Baskin Foundation of the admittance of the student to the University of California campus.
✓ <b>April 15</b>	The Baskin Foundation will select award recipients and notify the community college counselor who will inform the nominees.
✓ <b>May</b>	Recipient must sign and submit an Eligibility Verification Form to Baskin Foundation. This form must also be submitted to the UC in September.
✓ <b>July/August/September</b>	Recipient must mail or email Enrollment Verification or a letter from the registrar's office confirming enrollment to the Baskin Foundation.
✓ <b>August/September</b>	Full scholarship amount will be submitted to the UC campus once the Eligibility Verification Form has been signed and received by the UC financial aid/scholarship office. Fund release date TBD according to UC schedule.
✓ <b>January 19</b>	Fall quarter update due to the Baskin Foundation.
✓ <b>February 2</b>	Fall semester update due to the Baskin Foundation.
✓ <b>April 13</b>	Winter quarter update due to the Baskin Foundation.
✓ <b>June 1</b>	Spring semester update due to the Baskin Foundation.
✓ <b>June 29</b>	Spring quarter update due to the Baskin Foundation.

**SCHOLARSHIP APPLICATION FORM**

Please submit the application to the scholarship coordinator by the date set by your community college. Attention to detail is imperative for a successful application; incomplete or late applications will not be accepted. The Board of the Baskin Foundation may contact you to request additional information.



PERSONAL INFORMATION		
Full Legal Name:		
Date of Birth:	Current Phone:	Permanent Phone:
Current Address:		
City:	State:	ZIP Code:
Permanent Address:		
City:	State:	ZIP Code:
Permanent Email:	Fax:	
Are you a U.S Citizen? YES / NO		If no, are you an eligible noncitizen? YES / NO
Community College currently attending:		
EMPLOYMENT INFORMATION		
Occupation:		
Current Employer:		Hours per week:
Current monthly income from employment:		
FINANCIAL INFORMATION		
Have you filed the required Free Application for Federal Student Aid (FAFSA)? :		Date Submitted:
Have you applied/will you apply for any other scholarships/grants for your post-community college education? If yes to either, please explain:		
Pending scholarships/grants and amounts:	Received scholarships/grants and amounts:	Rejected scholarships/grants and amounts:
Projected annual income (applicant):		Annual income (spouse):
List all other sources and amounts of income, including family assistance:		
EXPENSES AND DEBTS		
List major expenses you will incur during the academic year while attending a UC:		
Tuition (one year):	Books and Supplies:	Room and Board:
Total expenses per month:		
Total current debt:		
List dependents you will support during scholarship year, including full name and age:		
PARENT/GUARDIAN INFORMATION (PLEASE COMPLETE REGARDLESS OF DEPENDENCY)		
Father (or guardian):		
Address:		
Employer:		Position Held:





Annual Income:	Own or rent residence:
Mother (or guardian):	
Address:	
Employer:	Position Held:
Annual Income:	Own or rent residence:
<b>UNIVERSITY INFORMATION</b>	
University you will be attending (anticipated):	
Intended Major:	
<b>ADDITIONAL INFORMATION</b>	
Please attach the following to your application:	
<input type="checkbox"/> An official copy of academic transcripts from all colleges attended, including GPA	
<input type="checkbox"/> Two letters of recommendation, one of which must be from an academic instructor and one from either an academic instructor or a supervisor at work that is relevant to the student's academics. Submit no more than two letters of recommendation.	
<input type="checkbox"/> Resume, including work and volunteer history	
<input type="checkbox"/> Personal statement that includes future goals and how you will give back to your local community in the United States	
<input type="checkbox"/> A graded research paper, on any topic, written in the past two years (do not edit after grading). Do not submit a hand-written exam. Please limit to no more than 15 pages.	
<input type="checkbox"/> Information Release Form- Community College	
<b>SIGNATURES</b>	
I authorize the verification of the information provided on this form.	
Signature of applicant:	Date:

*Additional pages may be attached as necessary.*



**Please review the following attachments:**

- **Community College and University Checklists**
- **Student Checklist**
- **Scholarship Eligibility Form (submit once you've received your UC Student ID number)**
- **Quarterly/Semester Update Form**
- **Information Release Form – Community College**
- **Information Release Form – UC Campus (submit once you've arrived on campus)**



**CHECKLIST FOR PARTICIPATING COMMUNITY COLLEGE**

**STUDENT INFORMATION**

Name:

Student ID:

Year 1    Year 2

**COMMUNITY COLLEGE REPRESENTATIVE INFORMATION**

- Downloaded application and guidelines from [www.baskinfoundation.org](http://www.baskinfoundation.org)
- Signed and returned Signature Page/Participation Agreement adhering to Baskin Foundation guidelines
- Set application due date and received applications
- President nominated eligible candidates for the Baskin Foundation
- Sent three complete applications to the Baskin Foundation by March 15
- Informed the scholarship recipient of their award after notification from Baskin Foundation
- Notified Baskin Foundation of student's admittance to UC school
- Reviewed Baskin Foundation Scholarship requirements and forms with scholarship recipient
- Obtained signed Information Release Form from student and sent to Baskin Foundation. Please note that this form also requires a signature from a community college representative.
- Other \_\_\_\_\_



**CHECKLIST FOR PARTICIPATING UNIVERSITY OF CALIFORNIA CAMPUS**

**STUDENT INFORMATION**

Name:

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Student ID:

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Year 1     Year 2

**UC REPRESENTATIVE CHECKLIST**

Signed and returned Signature Page/Participation Agreement adhering to Baskin Foundation guidelines

Completed and submitted UC Information Submission Form to the Baskin Foundation

Confirmed with student that an enrollment verification letter was sent to the Baskin Foundation

Received signed Information Release Form from student and sent to Baskin Foundation (Please note that this form also requires a signature from a UC representative)

Received a signed Eligibility Verification Form with the scholarship check (This form is required before funds may be processed)

<input type="checkbox"/> Received payment from Foundation:  <input type="checkbox"/> Installment 1 <input type="checkbox"/> Installment 2	<input type="checkbox"/> Returned Check Submission Form to Foundation:  <input type="checkbox"/> Installment 1 <input type="checkbox"/> Installment 2
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Received a Quarter/Semester Update from student:

<input type="checkbox"/> Fall	<input type="checkbox"/> Winter <input type="checkbox"/> N/A, semester system	<input type="checkbox"/> Spring
<input type="checkbox"/> Signed by UC representative	<input type="checkbox"/> Signed by UC representative <input type="checkbox"/> N/A, semester system	<input type="checkbox"/> Signed by UC representative

Other \_\_\_\_\_



**CHECKLIST FOR APPLICANT AND RECIPIENT STUDENTS**

**CHECKLIST FOR APPLICANT STUDENTS**

- Applied for Fall admission to one or more UC campuses
- Complete application packet submitted by the date set by your community college  
*Note: Attention to detail is imperative for a successful application; incomplete or late applications will not be accepted.*
  - Complete Scholarship Application Form
  - An official copy of academic transcripts from all colleges attended, including GPA
  - Two letters of recommendation, one of which must be from an academic instructor and the other from either an academic instructor or a supervisor in work that is relevant to student's academics. Do not submit more than two letters.
  - Resume, including work and volunteer history
  - Personal statement that includes future goals and how you will give back to your local community in the United States
  - A graded research paper, on any topic, written in the past two years (do not edit after grading). Do not submit a handwritten exam.
- Information Release Form for Community College signed and returned

**CHECKLIST FOR RECIPIENT STUDENTS**

- Information Release Form for University of California campus signed and returned
- Eligibility Verification Form signed and submitted to Baskin Foundation and UC Scholarship or Financial Aid Office
- Enrollment verification letter sent to Baskin Foundation
- Quarter/Semester Update sent to Baskin Foundation
 

<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring
	<input type="checkbox"/> N/A, semester system	
<input type="checkbox"/> Signed by UC representative	<input type="checkbox"/> Signed by UC representative	<input type="checkbox"/> Signed by UC representative
	<input type="checkbox"/> N/A, semester system	
- Maintained a 2.0 cumulative GPA
 

<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring
	<input type="checkbox"/> N/A, semester system	
- Performance plan submitted if term GPA fell below a 3.0
 

<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring
	<input type="checkbox"/> N/A, semester system	
- Other \_\_\_\_\_



**PEGGY AND JACK BASKIN SCHOLARSHIP ELIGIBILITY VERIFICATION FORM**

Baskin Foundation Scholarship recipients must maintain their eligibility by enrolling full time each quarter at a University of California and maintaining a 2.0 cumulative UC GPA. Please complete all sections of the form below to confirm eligibility.

**Name:**

\_\_\_\_\_

**Permanent Email Address:**

\_\_\_\_\_

**Telephone:**

\_\_\_\_\_

**UC Student ID:**

\_\_\_\_\_

**University of California Campus:**

\_\_\_\_\_

**STATEMENT OF FULL TIME ENROLLMENT STATUS:**

- I certify that I will be enrolled in at least 12 units each term for the following Academic Years:  
Academic Year 20\_\_\_\_ - 20\_\_\_\_ and Academic Year 20\_\_\_\_ - 20\_\_\_\_

**STATEMENT OF SATISFACTORY ACADEMIC PROGRESS:**

- I understand that I must maintain a 2.0 cumulative GPA in order to remain eligible to receive scholarship funds.
- I understand that if my term GPA is below a 3.0 I must submit a performance plan with my Quarter/Semester Update for that term.

***I understand that I am responsible for communicating, in written form, any changes of eligibility and benefits to the Financial Aid and Scholarships Office in a timely manner. I certify that all statements and information are true and complete.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## INSTRUCTIONS FOR QUARTER/SEMESTER UPDATE FORM

Please read the following information carefully before completing and emailing the Quarter/Semester Update Form:

Before submission, the student will review their brief Quarter/Semester Update with a UC campus contact at the end of each term. The UC representative must be a scholarship/financial aid adviser or faculty adviser and cannot be a student or peer adviser. He or she will review all of the submitted forms to ensure a completed quarterly update form. If the student's cumulative UC GPA falls below 2.0 or if the student does not enroll full-time, the UC will hold funds and immediately inform the Foundation. Reminder: If a recipient's GPA for a given term falls below a 3.0, she must submit a performance plan to the Baskin Foundation **in addition** to the signed Quarter/Semester Update Form and all required attachments.

On the Quarter/Semester Update form, all of the boxes must be checked by the UC Representative showing that they have seen each of the required documents. The student must show the UC Representative the following documents:

- **Term and Cumulative GPA**
  - Provide an unofficial transcript or grade print out for the UC Representative to review and to send to the Foundation.
- **Grades and Course Titles**
  - Provide an unofficial transcript or grade print out for the UC Representative to review and to send to the Foundation.
- **Performance Plan (if term GPA is below a 3.0)**
  - If the student's term GPA is below a 3.0, the student must create and submit a plan of how she will improve her academic performance for the following quarter/semester to the UC Representative. This performance plan may include working with a tutor, joining a study group, meeting with professors during office hours, taking minimum number of courses instead of extra courses, etc.
- **Summary of Expenses**
  - In this section on the Quarter/Semester Update Form, please delineate how much money was allocated to each of the following categories for the past quarter/semester:
    - Books and Supplies
    - Tuition/Fees
    - Food and Housing
    - Transportation



- Personal Expenses (as designated in the standard cost of attendance)
  - Refund Amount (the student should specify how any refund amount was utilized)
- In this explanation, please list whether these remaining costs were paid for by financial aid or other scholarships. Please also explain how any refund amount was utilized.

- **A copy of the University bill of tuition and related expenses**
  - Provide a copy of the bill of tuition and related expenses to the UC Representative for review.

After the UC Representative has reviewed all of the documents listed above and they have checked off each corresponding box on the Quarter/Semester Update Form, he or she must sign the form to indicate they have reviewed the information. The student will then send the form and all documents to the Baskin Foundation by email to support [a] baskinfoundation.org





**QUARTER/SEMESTER UPDATE FORM**

The student will submit an update regarding her current status at the University at the end of each term. Funds for the following term will not be dispersed until the Baskin Foundation has received this form, signed by a UC representative (not a peer adviser), and the following information:

**Term and Cumulative GPA; Grades and Course Titles**  
(send unofficial transcript)

**Performance Plan** (if term GPA is below a 3.0)  
If the student’s grades have fallen below a 3.0 term GPA, the student must submit a plan of how she will improve her academic performance for the following term. The plan may include working with a tutor, joining a study group, meeting with professors during office hours, taking minimum number of courses instead of extra courses, etc. The student will lose funding if her GPA has fallen below a 2.0 cumulative UC GPA.

**Summary of Expenses**  
 \$ \_\_\_\_\_ Books and Supplies  
 \$ \_\_\_\_\_ Tuition/Fees  
 \$ \_\_\_\_\_ Food and Housing  
 \$ \_\_\_\_\_ Transportation  
 \$ \_\_\_\_\_ Personal Expenses (as designated in the standard cost of attendance)  
 \$ \_\_\_\_\_ Refund amount (the student should specify how she used any refund amount)  
 Please include a brief narrative explaining how the scholarship was used for these expenses and how the student is paying for the remaining expenses. Please list whether these costs were paid for by financial aid or other scholarships.

**A copy of the University bill of tuition and related expenses**  
Send update and additional materials to support [ @ ] baskinfoundation.org, in PDF format.

STUDENT INFORMATION	
<b>Student Name:</b>	<b>Student ID:</b>
<b>Quarter/Semester:</b>	<b>Major:</b>
<b>College Counselor/Scholarship Coordinator Name:</b>	
<b>UC Contact Signature:</b>	<b>UC Contact Title:</b>
<b>Date:</b>	
(Funds will not be dispersed until form has been signed by a University contact.)	



**INFORMATION RELEASE FORM – COMMUNITY COLLEGE**

_____	
Name	
_____	_____
Address	Phone No.
_____	_____
City, State, Zip code	Birth date
_____	_____
Community College	Graduation Date

As a condition of my participation with the **Peggy and Jack Baskin Foundation Scholarship Program**, I hereby authorize my community college to release to the Peggy and Jack Baskin Foundation any and all information relating to my financial aid, grades, class standing, transfer records, or any other relevant information, which the Foundation may request.

This authorization shall be valid for a period of one year beyond the graduation date from both my community college and UC School.

Signed \_\_\_\_\_  
(Student)

Date Signed \_\_\_\_\_

Signed \_\_\_\_\_  
(Community College Contact)



**INFORMATION RELEASE FORM – UNIVERSITY OF CALIFORNIA**

To be completed upon acceptance of enrollment at a UC Campus

_____	
Name	
_____	_____
Address	Phone No.
_____	_____
City, State, Zip code	Birth date
_____	_____
UC Campus	Graduation Date

As a condition of my participation with the **Peggy and Jack Baskin Foundation Scholarship Program**, I hereby authorize my University to release to the Peggy and Jack Baskin Foundation any and all information relating to my financial aid, grades, class standing, transfer records, or any other relevant information which the Foundation may request.

This authorization shall be valid for a period of one year beyond the graduation date from both my community college and UC School.

Signed \_\_\_\_\_  
(Student)

Date Signed \_\_\_\_\_

Signed \_\_\_\_\_  
(UC Campus Contact)