



## **Crowe & Dunlevy B. Jo Balding Scholarship for Students in the Legal Assistant Education Program at the University of Oklahoma Law Center**

For more than 50 years, B. Jo Balding, a paralegal at the Crowe & Dunlevy law firm, invested her time, energy and intelligence into serving the firm and its many clients. She created a legacy of professionalism that serves as an inspiration for so many others who have come after her.

Since 1902, Crowe & Dunlevy has provided exceptional service and value to clients in numerous industries. In 1985, the firm founded the Crowe & Dunlevy Foundation, which provides financial support to a wide variety of deserving charitable and nonprofit organizations.

In honor of Jo's years of service, the Crowe & Dunlevy Foundation has committed to an annual gift of \$1,000 to fund the *Crowe & Dunlevy B. Jo Balding Scholarship for Students in the Legal Assistant Education Program at the University of Oklahoma Law Center*. Each year, the scholarship will assist one University of Oklahoma Law Center student enrolled in the Legal Assistant Education program in their pursuit of a career in the legal field and a legacy of their own.

### **Eligibility Requirements**

Applicants must meet all of the following criteria:

1. Applicants must be enrolled in the Legal Assistant Education program at the University of Oklahoma Law Center.
2. Applicants must be in academic good standing, with at least an 8.1 grade point average in legal specialty courses.
3. Applicants must have completed and received final grades for 3 credit hours in the Department of Legal Assistant Education at the time the application for the scholarship is submitted.
4. The sum of completed credits and credits the applicant is enrolled in for the Spring semester cannot be greater than 17 credit hours at the time the application for the scholarship is submitted.
5. Applicants must fully complete and submit the application, with all required documents attached, on or before the scholarship deadline.

## How to Apply

Applicants must complete the following procedures to apply for the scholarship:

1. Applicants must submit a professional resume. Resumes typically include the applicant's contact information, educational history, employment history, extracurricular and/or community activities, memberships, honors, accomplishments and any leadership experience.
2. Applicants must fill out and submit the personal financial profile, which is used to determine financial need.
3. Applicants must submit a type-written essay. This 500 to 1,000 word, double-spaced essay should describe why the applicant is pursuing an education in the Legal Assistant Education program. The essay should also outline the applicant's career goals and desires.
4. Applicants must submit two letters of recommendation from an instructor, employer or community leader. Letters of recommendation should not come from family members of the applicant.

The letters of recommendation, which should be addressed to the Crowe & Dunlevy B. Jo Balding Scholarship Committee, typically outline the applicant's background, ambition, and leadership record, while explaining why the applicant should be awarded the scholarship.

5. Applicants must submit an official transcript of grades or an equivalent statement of academic good standing, which contains the most recent grade point average, for his/her most recent term in the Department of Legal Assistant Education.

**The scholarship application deadline is April 30, 2020.** Please forward the application materials to the address below.

OU Law Center  
Department of Legal Assistant Education  
Crowe & Dunlevy B. Jo Balding Scholarship Committee  
300 Timberdell Road  
Norman, OK 73019

\*Any application postmarked after the scholarship application deadline will be disqualified.

**Personal Financial Profile**

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Age \_\_\_\_\_ Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Indicate the amount of your Legal Assistant Education Program tuition per year \$\_\_\_\_\_.  
Amount of financial aid you are receiving from colleges, banks, foundations, or other institutions this year \$\_\_\_\_\_.

Indicate your:

Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Annual Salary \$ \_\_\_\_\_

Spouse/Partner's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Spouse/Partner's Employer \_\_\_\_\_ Annual Salary \$ \_\_\_\_\_

Will your employment continue while you are enrolled in the Legal Assistant Education program? \_\_\_\_\_

Will your spouse/partner's employment continue? \_\_\_\_\_

How many children do you and your spouse/partner have and support \_\_\_\_ Their ages? \_\_\_\_

**I. PROJECTED INCOME (ANNUAL) WHILE IN THE PROGRAM**

Net Salary:

Self ..... \$ \_\_\_\_\_

Spouse/Partner ..... \$ \_\_\_\_\_

Contributions from Parents or Others ..... \$ \_\_\_\_\_

Veteran or Social Security Benefits ..... \$ \_\_\_\_\_

Other Sources (Specify) \_\_\_\_\_ ..... \$ \_\_\_\_\_

TOTAL INCOME ..... \$ \_\_\_\_\_

**II. ASSETS**

(Self and Spouse/Partner)

Savings Checking & Cash ..... \$ \_\_\_\_\_

Trust Accounts, Stocks & Bonds, Mutual Funds ..... \$ \_\_\_\_\_

Real Estate (Equity) ..... \$ \_\_\_\_\_

Other (Specify) \_\_\_\_\_ ..... \$ \_\_\_\_\_

TOTAL ASSETS ..... \$ \_\_\_\_\_

III. PROJECTED EXPENSES WHILE IN THE PROGRAM (MONTHLY)  
(Paid by you or your spouse/partner.)

A.	Estimated Living Expenses.....	\$ _____
	Food, Clothing .....	\$ _____
	Housing – Rent/Mortgage.....	\$ _____
	Utilities.....	\$ _____
	Child Care.....	\$ _____
	Health Costs.....	\$ _____
	Other (Specify)_____	\$ _____
	Total Living Expenses .....	\$ _____
B.	Other Payments:	
	Child Support or Alimony.....	\$ _____
	Credit Card Payments .....	\$ _____
	Car Payment .....	\$ _____
	Other (Specify)_____	\$ _____
	Total Other Payments .....	\$ _____
	TOTAL MONTHLY EXPENSES .....	\$ _____

IV. SCHOOL LOANS, PRIOR YEARS

Date Received	Payments Begin	Balance Due
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

I hereby certify that the information provided is accurate and complete to the best of my knowledge. I agree to give proof of the information that I have provided on this application if requested to do so. I understand that failure to provide accurate and complete information can result in cancellation of this application, revocation of the scholarship, and/or other appropriate discipline as determined by the College of Law and/or the University of Oklahoma.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_