

## OPERATIONAL MANUAL

### INTRODUCTION

The purpose of this Operational Manual (OM) is to provide the CEE Foundation's Executive Committee (EC) with adequate procedures describing the processes and workflow of all business transactions related to the student selection process and the disbursements of funds. It is of utmost importance that the procedures must be strictly followed to ensure complete transparency and accountability, and for the foundation to earn a trust from the donors and the public at large.

The Manual is divided into four parts. The first part describes the type of scholarship, eligibility requirements, selection criteria, and the responsibility of the Selecting Committee and the student. The second part describes policy and guidelines as set forth by the Board of Directors and implemented by the Executive Committee. The third part describes the student selection process for scholarship award and the procedure for record keeping. The fourth part describes the procedures for the disbursements of funds and record keeping for compliance with a standard accounting practice.

The Manual may be amended as needed by the Executive Committee so that it can adapt to changes in laws and regulations and/or the environment in which it operates.

### Part I. SCHOLARSHIP PROGRAM

#### A. Type of Scholarship Fund

The financial assistance to eligible students will be provided in the forms of scholarships to be used toward meeting the cost of education, such as tuition, books, and living expenses. There are two types of scholarship fund.

##### A1. General Scholarship Fund

Fund that is used to award scholarship to students who pursue higher education in any area of studies will be categorized as a general fund. The fund is raised from the public at large. The donors do not specify how the fund is used. This fund will go to support the education cost in general, i.e., without any particular restrictions on the field of study or on the type of degree or diploma.

The CEE Foundation-Cambodia will do a preliminary screening from a pool of student applications from various localities, high schools and/or universities, select the best candidates and send all eligible application packages to the Selecting Committee-USA for final selection.

The students must complete an application form and provide all required documents and meet the deadline as set forth by the CEE Foundation-USA/Cambodia.

## **A2. Special Scholarship Fund**

This fund is used to award scholarship to students under the terms and conditions as specified by the donor. The fund is raised from any individuals or organizations or group of donors. The donors specify certain conditions and criteria as to how the monies will be used (e.g., naming the scholarship after the donor, specific field of study, etc.) It can be used for that purpose only. Donors who wish to sponsor any students of their choice may do so through the special scholarship fund.

The processing of special scholarship application may fall into two categories.

1. If the donor already picks the student, the Selecting Committee-USA is responsible for processing the applications. The student is guaranteed to receive the award. The student must fill out an application form and provide all required documents as specified by CEE Foundation-USA.
2. If the donor only names the scholarship or only specifies an area of study or only specifies a particular university or higher education institution, the Selecting Committee-Cambodia will do a preliminary screening from a pool of student applications from the specified localities, high schools, universities, or from the application with the specified area of study. However, they only select the best candidates that meet the donor's requirements. They will send all eligible application packages to the Selecting Committee-USA for final selection. The donor, if desired, may participate in the final selection process with the Selecting Committee-USA.

In either case, the students are still responsible for taking reasonable steps to secure the scholarship award determination by, on or before the deadline, completing an application form, providing certain relevant documents as requested, on a case-by-case basis, by the Selecting Committee-Cambodia/USA.

One important note about the Special Scholarship is that the CEE Foundation is not responsible for the conflict of interest of the donor and the recipient. We are not checking whether the recipient is not related to an individual or officers of an organization. We simply honor the donor's wishes. It is the responsibility of the donor, either a group of individuals or an organization, to seek consensus or approval from their own governing body.

## **B. Eligibility Requirements**

To be eligible for the scholarship program the applicant:

- Must be a Cambodian national, born in Cambodia (proof of a national ID card required);
- Must be a graduating high school student with good grade;
- Must have a residence in rural areas. Students residing in the capital city of Phnom Penh or other large cities, as determined by the Board of Directors, are not eligible;
- Must demonstrate financial hardship;
- Must maintain passing grade while attending university.

## **C. Selection Criteria**

Eligible student must submit an application package and meet the following criteria:

1. Be a poor Cambodian student. In this case, the poverty level is determined by a score card system whereby scores are assigned to various indicators related to the student's personal, familial, and economic situation (e.g., number of siblings in the student's household, number of living parents, parents' income, place of residence, etc.);
2. Be a successful high school student, with an overall average grade of 3.5 or above over the entire high school years, or by an acceptable grading system by a school where the student is graduating from or currently attending.
3. Finish high school and successfully obtain a Baccalaureate II diploma, or already attending university;
4. Successfully admitted to continue higher education at a College or University in Cambodia;
5. Obtain recommendation letters from two teachers or a third-party person, and one student. These individuals cannot be a direct or indirect family-member of the applicant;
6. Write an essay in Khmer or in English on his/her objectives in life, the field of education, plan for the future, and knowledge about Cambodian history.

#### **D. Grant Disbursement**

The grants will be disbursed directly to the student in two equal installments: at the beginning and mid-school year. Our field representatives in Phnom Penh will conduct and monitor all transactions and activities, and report back to the main office in the US. If the terms of the award are violated, the grants will be immediately discontinued.

#### **E. Selecting Committee**

The Selecting Committee is an operating committee formed under the operation of the office of Vice-President for Programs. The Board of Directors approves the membership of this committee. Each member must have general knowledge about education, must be diligent and fair, and must have no family relationship to the students who apply for the scholarship. In the case a member has practiced an unfair advantage, or there is a conflict of interest, or the applicant has a family relationship with a member, such member will be excused from his/her duty and will be replaced. The Nominating Committee will pick a member with the most qualification as stated above and submit his/her name to the full Board of Directors for final approval.

### **Part II. EDUCATIONAL PROGRAM POLICY**

Conforming to the Bylaws, Article 8, Section 8.1 with respect to annual meeting, in December of each fiscal year, the CEE Foundation Board of Directors shall convene to:

1. Hear a report from the Vice-President for Finance and the Finance Committee on financial matter, covering last year's statement of income and expenditure, the availability of funds for the scholarship and other educational programs for the following school year, and the proposed budget for the current year.
2. Hear a report from the Programs Committee on matters related to scholarship and other educational programs. The committee shall report on the progress of the scholarship program and shall propose the number of new scholarships available for the next school year, in addition to the number of existing scholarship renewal. Also, the committee shall

report on the progress of other existing educational programs, and shall propose any new programs to be undertaken in the next school year and beyond.

3. Decide on the number and the amounts of scholarships for the next school year, and approve, if any, new educational programs as well as the availability and allocation of funds.
4. Direct the Vice-President for Finance and the Treasurer to budget the funds accordingly.
5. Direct the Selecting Committee in the United States and the representatives in Cambodia to start the selection process.
6. Direct the Vice-President for Programs to implement the new educational programs.

The Vice-President for Administration and the Secretary shall organize and facilitate such a meeting. All decisions, policies and guidelines adopted by the board in this annual meeting will be carried out in the fiscal year that follows and are deemed to be minimum action plans that have to be met, unless unusual circumstances dictate otherwise.

### **Part III. SELECTION PROCEDURE AND IMPLEMENTATION**

#### **A. SCHOLARSHIP SELECTION PROCEDURE**

It is understood that the scholarship award from the General Fund cannot be given to any family member of the CEE Foundation's Board of Directors or the member of the Selecting Committee-USA/Cambodia. However, the scholarship from the Special Fund will be awarded according to the terms and conditions as specified by the donor. All candidates must apply for the scholarship, regardless of the nature of the fund.

1. The CEE Foundation-USA/Cambodia shall set a deadline for the submission of scholarship application.
2. The CEE Foundation-USA shall post information regarding the availability of scholarship, eligibility requirements, and the application package on the foundation website, in the newsletters and other publications as appropriate.
3. The CEE Foundation-Cambodia shall post information regarding the availability of scholarship, eligibility requirements, and other pertinent information at any Cambodian high school and university bulletin boards, and/or advertise them in local newspapers and/or other media.
4. All scholarship applications shall be submitted to CEE Foundation-Cambodia for processing.
5. In case the scholarship application is sent to the headquarters in the United States, the CEE Foundation-USA shall make copies of all documents and send them to CEE Foundation-Cambodia for processing.
6. The CEE Foundation-Cambodia shall perform a preliminary screening of the applications by ensuring the completeness of the application package that includes all of the following required documents:
  - application form
  - short biography,
  - high school or university transcript
  - three letters of recommendation
  - letter of intention
  - a 2,000-word essay in Khmer or English (about 3-4 pages in length)
  - one photo 40mm x 60mm

For more information, refer to Appendix A - Application Package.

7. If the application package received is complete, the CEE Foundation-Cambodia shall proceed to do a personal interview with the applicant, either by phone or in person.
8. If the application package received is incomplete (one or more required documents are not in the package), the CEE Foundation-Cambodia shall make an attempt, within a reasonable time frame, to contact the applicant requesting that such missing document(s) be provided or the application will be denied.
9. Using fair and sound judgment, the CEE Foundation-Cambodia shall select the best candidates possible for short-listing. The first-cut number of selected candidates shall be no more than twice the number of scholarships available as set forth by the headquarters in the United States.
10. The short-listed applications shall be sent to the Selecting Committee-USA for final processing.
11. The Selecting Committee-USA shall review the applications, apply the scoring criteria to each application, and award scholarship to students who score the highest, up to the number of scholarships available. The scoring criteria are confidential and known only to the Selecting Committee-USA.
12. The Selecting Committee-USA shall inform the list of the final Selecting to the Board of Directors, the President and the Selecting Committee-Cambodia of such decision;
13. The President shall announce the scholarship award decision to the public and shall send a congratulation letter to students with words of encouragement and a reminder of moral, ethical, and academic obligation that students must fulfill in order to maintain the scholarship active status.
14. The Selecting Committee-USA shall request a disbursement of fund (see Appendix B) from the Vice-President for Finance and/or Treasurer. The disbursements to the students shall be done in two installments: one during the first and the other during the second semester of the relevant school year. The second and final disbursement shall be subject to the student's satisfactory academic performance during the first semester of study, as defined by the Selecting Committee-USA. The CEE Foundation-Cambodia shall contact the school to provide the first-semester transcripts and send them to the Selecting Committee-USA for review and final decision.
15. The Selecting Committee-USA shall send the student record to the Vice-President for Administration and the Secretary for record keeping.
16. The Selecting Committee-USA shall make available the list of all scholarship recipients and other relevant information to the Vice-President for Information for posting on the website, newsletters and other publications.
17. The Selecting Committee-USA shall send the list of all recipients to the Vice-President for Programs and the CEE Foundation-Cambodia.
18. The Vice-President for Programs and the CEE Foundation-Cambodia shall, from time to time as needed, provide guidance and support to the students, and to remind them about their moral, ethical, and academic obligation.
19. The CEE Foundation-USA/Cambodia shall make all records about the selection process available for auditing and public viewing, if requested, to ensure transparency and fairness.

## **B. EDUCATIONAL PROGRAM**

If required or deemed necessary, the CEE Foundation-USA/Cambodia shall work with the Ministry of Education, other non-governmental organizations (NGOs), commune authorities, and interested persons to plan and execute the educational programs outlined by the Programs Committee and approved by the Board of Directors.

## **Part IV. DISBURSEMENTS OF FUNDS**

The disbursements of scholarship grants to the students shall be done in two installments: one during the first and the other during the second semester of the relevant school year. The second and final disbursement shall be subject to the student's satisfactory academic performance during the first semester of study, as defined by the Selecting Committee-USA. The CEE Foundation-Cambodia shall contact the school to provide the first-semester transcripts and send them to the Selecting Committee-USA for review and final decision.

### **A. Scholarship Grant Disbursement Procedure**

1. Request for scholarship fund disbursement. The Programs Committee and/or Selecting Committee and/or the VP of Administration will do the following:
  - a. Assign student ID (5 digit alpha numeric).
  - b. Complete the Request for Scholarship Fund Disbursement Form for each student.
  - c. Submit the form to the VP for Finance for approval.
  
2. The Treasurer will process the disbursement request as follows:
  - a. Create the student account profile in the QuickBooks system for the new students.
  - b. Create a bill for the request.
  - c. Assign the bill reference ID: Student ID + Requested date.
  - d. Pay bills according to the following disbursement release schedules:
    - i. First Semester: August 15<sup>th</sup>.
    - ii. Second Semester: May 15<sup>th</sup>.
  - e. Total all bills for the disbursement release schedule.
  - f. Perform a wire transfer for the total amount of all bills from the CEE Foundation account in the USA to the CEE Foundation account in Cambodia.
  - g. Enter the wire ID in the bill memo.
  - h. Complete the Treasury section of the Request for Scholarship Fund Disbursement Form.
  - i. Send the Request for Scholarship Fund Disbursement Form to:
    - i. Programs Committee.
    - ii. CEE Foundation Team in Cambodia.
  - j. Send a copy of the wire to the CEE Foundation Team in Cambodia.
  
3. Disbursement of scholarship grant:
  - a. The CEE Foundation Team in Cambodia will:
    - i. Complete the Disbursement section of the Request for Scholarship Disbursement Fund Form.

- ii. Prepare a check for the requested amount for each student (refer to the Check Writing Procedure).

b. The Student will:

- i. Acknowledge and sign the Request for Scholarship Fund Disbursement Form

## **B. Check Writing Procedure**

1. The Treasurer's signature is required for writing a check drawn on the CEE Foundation account in the USA. In the absence of the treasurer, the signature of the account's second holder is required.
2. Two signatures of the three account holders are required for writing a check drawn on the CEE Foundation account in Cambodia.
3. The payee's name must be entered on the check by the issuer.
4. The Treasurer or the CEE Foundation-Cambodia will complete the CEE Foundation Expense Request Form or the Request for Scholarship Fund Disbursement Form as appropriate.

## **C. Expense Reimbursement Procedure**

1. Complete the CEE Foundation Expense Request Form.
2. All expenses require an approval by the group VP or director where the expense incurred. Any expenses over US\$750.00 require an additional approval from the President of the CEE Foundation.
3. Submit the form to the VP for Finance in the USA or the Director of the CEE Foundation in Cambodia for payment as appropriate.
4. Create and pay the bill for the reimbursed amount by the treasurer. The CEE Foundation team in Cambodia must provide a copy of the completed CEE Foundation Expense Request Form monthly for bookkeeping.
5. Issue the check for the reimbursed amount (refer to the Check Writing Procedure)

**Appendix A: Application Package**



**មូលនិធិខ្ព្ពរសម្រាប់ការសិក្សា**  
**Cambodian Education Excellence Foundation**

**ផ្តល់លក្ខណៈសិក្សាស្មើគ្នាស្រាប់គ្នា**      **Equal Education Opportunity for All.**

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**APPLICATION INSTRUCTION  
AND  
THE SCHOLARSHIP APPLICATION FORM**

To help us expediting your application process, please follow the instruction carefully and fill out the form to the best of your ability. Write or print legibly. The form can be downloaded from our website [www.ceefoundation.org](http://www.ceefoundation.org) , Publications, and then Forms. If applicable, do not leave any entry blank or leave the checkbox unchecked. Doing so will lead the Selecting Committee to assume a worse case scenario that may hurt your chance of receiving the scholarship award. **The application form is included at the bottom of this instruction.**

If possible, please scan your application and all required documents and email them with attachments to [selectingCambodia@ceefoundation.org](mailto:selectingCambodia@ceefoundation.org). This is the preferred method. Your application package will reach us faster.

Or send a complete application form and all required documents to:

CEE Foundation - Cambodia  
P. O. BOX 1071  
Phnom Penh, Cambodia

**Part I. APPLICATION FORM**

1. Write or print your full name in Khmer (same as shown in your identification card).
2. Write or print you full name in English (same as shown in your identification card).
3. Write or print your date of birth in a format as specified in the form (Day/Month/Year).
4. Enter your phone number if you have one. Alternate phone is your work phone, a pager, or your friend/relative’s phone that we can call to contact you or leave message for you. Enter your e-mail address if you have one. If none of the above, briefly describe how we can contact you.

5. Write or print the address in a format as specified in the form. This is the address where you are currently **or will be** living in while attending university. It is where all correspondence, if any, will be sent to, or it is where we can contact you.
6. If different from question 5, write or print your parent's address in a format as specified in the form. You still need to check appropriate box below it. This is a hometown or village address where you lived while attending high school. It is the address where your parents, brothers and sisters under their care live. If your parents own the house, please check Own checkbox along with the type of house, ie, wooden or brick. If your parents rent the house, please indicate the rent amount in Riel or US dollar.
7. Check an appropriate checkbox that applies to you.
8. Write or print your place of birth. This may be different from the place where you or your parents live currently. To be accurate, use your birth certificate.
9. Write or print your father's full name. Check Deceased checkbox, if he is not alive (passed away). Check an appropriate checkbox that applies to your father's health condition, his marital status, and his profession. If he is a businessman, describe the type of business. For example, if he sells groceries at the market, enter Grocery. If he has no job, check Unemployed checkbox.
10. Write or print your mother's full name. Check Deceased checkbox, if she is not alive (passed away). Check an appropriate checkbox that applies to your mother's health condition, her marital status, and her profession. If she is a businesswoman, please enter the type of business. For example, if she owns a laundry mart, enter Laundry mart. If she has no job, check Housewife checkbox.
11. Enter father's and mother's income separately in Riel or US dollar.
12. Enter the total number of brothers and sisters you have, including yourself, the number of children your parent(s) currently support, the number of children who are still in primary or high school, and the number of children currently attending university this year.
13. Check an appropriate box about your living arrangement. This is related to question 5 above about the address where you live while attending university. Indicate that you live with your parent for free, stay at the temple or a dormitory for free, or rent a place to live. The renting place could be your parent's, friend's or relative's house. Enter the rent amount per month. If you are still in high school, check Unknown box.
14. Indicate if someone besides you or your parent(s) help pay your tuition. Also specify the amount.
15. Enter the name of your high school and where it is located. Specify the date you graduated or will graduate from high school.
16. Indicate whether you have received or will receive financial assistance from other sources besides the CEE Foundation. This includes free tuition, free money, or scholarship.
17. Indicate whether you have any relative(s) living abroad, and what country.

18. Indicate whether you are currently working either full or part time. If you work, the CEE Foundation considers it favorably regardless of how much you earn. We encourage you to work to gain experience. It indicates that you have a career objective, that you are trying to support yourself and not only expect assistance from other. Those are favorable consideration that the Selecting Committee will look at.
  
19. Indicate the means of transportation to school everyday. If you walk to school, enter how many kilometers each way. Daily paid transportation includes bus or other paid transportation method such as paid motorcycle ride.

20. Enter the name of the **university** and where it is located. Indicate the year you are in, when do or will you start attending, date you expect to graduate, the degree and major you are pursuing. Provide the university's latest official transcript/records of your GPA or grade or other applicable scores. **Without this proof, your application will be rejected.**
21. If you attend other school/university while attending the university in question 20, specify the school name and the major or study subject.
22. Provide the **High School**'s latest official transcript/records of your GPA or grade or other applicable scores. **Without this proof, your application will be rejected.**
23. Indicate whether you receive any award from school or Ministry of Education, Youth and Sport or from other organization. The award should be related to education, i.e, wining spelling competition, high academic achievement in any subject, certificate of completion of any vocational training, etc. **Provide proof of such award.**
24. Indicate whether you participate in any extra curricula, such as playing in a school's sports team (any kind), or member of school's athletic team, volunteer to serve the elderly, to look after children of other family than your own, to assist patients at the local hospital, etc. **The CEE Foundation encourages you to volunteering your time for others. We will give you a high consideration for this humanitarian act. Provide proof of your activity.**

## 25. Declaration Clause

It is very crucial that the applicant fully understand and comply with all requirements and terms and conditions of CEE Foundation's financial assistance, including its mission, goals, value, and philosophy. You should read our website at [www.ceefoundation.org](http://www.ceefoundation.org) . You have to check the Yes box if you agree to the declaration. If none of the boxes are checked, we will not process your application. Also, **you must check the box to acknowledge that all information you provide in this application is true and correct. The CEE Foundation reserves the right to reject your application if you do not agree with the statement or leave this box unchecked.**

## Signature & Date

You must sign and date the application. If you do not sign it, we will not process your application.

## Part II. SUPPORTING DOCUMENTS

You must submit the following documents along with your completed application form for us to consider your eligibility. **Failure to submit them will result in a delay of processing or a denial of your scholarship award.**

1. Photo, 40mm x 60mm, or similar size, color or black and white.
2. School transcript. If you already graduated or you will graduate from high school in a year that you apply for the scholarship, provide us with a transcript from the school where you graduated or will graduate from. **If already attended a university, provide both high school and university transcripts.** The transcript should contain relevant information such as subject matter of a course you were taking and the grade received.

3. Copy of your High School diploma if you already graduated. If you will graduate in the near future within the year you apply for scholarship, you may give the latest year's transcript available from your high school. Soon after your graduation, you should submit it to us. Note that we only accept application from student who already graduated from high school, or will graduate within the year you apply for scholarship, or student who already attended university.
4. Three letters of recommendation. The letter should be from your former teachers, preferably from a different school where you have attended or from any individual not related to you and who knows your qualifications. The letter should contain the following information:
  - Name of the person who writes the letter;
  - His or her profession;
  - His or her relationship to you, i.e., teacher, friend;
  - How does he/she know you? For how long?
  - How does he/she know your financial situation?
  - Why does he/she think you qualify for the scholarship?
  - Date and his/her signature on the letter
5. A 2000-word essay in **Khmer or English**. This must be written by you and you alone. It can be **hand-written or a printed copy and must be clearly legible**. If hand-written, no more than three pages. Provide your full name on the essay and sign and date. The following are general guidelines:
  - State your intention to pursue higher education, your goal and your career objectives;
  - State your major or an area of study if you already know, or describe your reasoning about your major or area of study you consider pursuing;
  - Why do you think the major or the area of study you pursue or will pursue will benefit you, your family, and the country;
  - State your values, your belief, your social and moral responsibilities to serve your family, your fellow Cambodians and your country;
  - Do not describe your personal, familial or financial situation or your needs for financial assistance.

Note: The letter should be short, concise and meaningful. It should reflect your personal vision and goal, your career objective, your moral and ethical standard, and your social responsibility toward your community and the country. Writing longer letter than the number of pages recommended, or lack of substances mentioned above may hurt your chance for scholarship award.
6. Copy of your Identification Card. The school ID card is acceptable.
7. Proof/Letter of Admission. For high school student, the applicant must be admitted or pre-admitted to a university during the year he/she applies for scholarship. **A proof of admission or pre-admission from the university must be provided.**
8. Other documents that may prove your social, economic or academic status may be submitted with the application. They may include, but not limited to, copy of home ownership, rental lease, hospital bill, proof of your financial situation, your monthly income and expenses or any unusual circumstances or hardship.



# មូលនិធិខ្មែរសម្រាប់ការសិក្សា Cambodian Education Excellence Foundation

ផ្តល់ឱកាសសិក្សាស្មើគ្នា **Equal Education Opportunity for All.**

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## SCHOLARSHIP APPLICATION FORM

1. Full Name in Khmer: \_\_\_\_\_

2. Full Name in English: \_\_\_\_\_  
(Family Name, Given Name in capital letter)

3. Date of Birth (Day/Month/Year): \_\_\_\_\_

4.1 Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Alternate Phone: ( \_\_\_\_ ) \_\_\_\_\_

4.2 E-Mail: \_\_\_\_\_ or specify how we can contact you: \_\_\_\_\_

5. Present Address (where you currently or will stay while attending university):  
\_\_\_\_\_

(House number, Street name or number, Group number, or Name of your Village, Khum, Srok, Khet )

6.1 Parents' Address (if same as above, write "Same as Above"):  
\_\_\_\_\_

(House number, Street name or number, Group number, or Name of your Village, Khum, Srok, Khet )

Do you, or did you, live with your parents when attending high school?  Yes  No

Where you live/lived when attending high school:

- Phnom Penh City/Suburb  Provincial Capital/Large City
- District Capital (Srok)  Village/Rural Commune

6.2 Parents' Homeownership:  Own

If own:  Brick home  Wooden Home  Hatched Home

Rent / Monthly Rent (in Riel or US dollar): \_\_\_\_\_

6.3 Parents share house with other family:  Yes  No

7. Gender:  Female  Male

8. Place of Birth: \_\_\_\_\_  
(Phoum, Khum, City, Srok, or Khet)

9. Father's full Name: \_\_\_\_\_

9.1  Age over 60  Age under 60  Deceased/Dead

9.2 Father's Health:  Healthy/Good health  Seriously Sick or Disable

9.3 Father's Marital Status:  Married  Divorced/Widower

9.4 Father's Profession:  Businessman (what kind): \_\_\_\_\_

Government Worker (job title): \_\_\_\_\_

Retired  Unemployed  Farmer/Peasant/Laborer

10. Mother's full Name: \_\_\_\_\_

10.1  Age over 60  Age under 60  Deceased/Dead

10.2 Mother's Health:  Healthy/Good health  Seriously Sick or Disable

10.3 Mother's Marital Status:  Married  Divorced/Widow

10.4 Mother's Profession:  Businesswoman (what kind): \_\_\_\_\_

Government Worker (job title): \_\_\_\_\_

Retired  Unemployed/Housewife  Farmer/Peasant/Laborer

11. Parents' monthly income from all sources (*in Riel or US dollar*)

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

12. Number of siblings (including yourself): \_\_\_\_\_

12.1 Number of siblings your parent(s) currently support: \_\_\_\_\_

12.2 Number of sibling still in primary and/or high school: \_\_\_\_\_

12.3 Number of sibling currently attending university: \_\_\_\_\_

13. Your living arrangement while attending university (Refer to question 5, present address).

Unknown, I am still in High School but will apply for admission to a university soon.

Live free with parent or relative or friend

Rent/help share a place from parent/relative/friend (in Riel or US dollar): \_\_\_\_\_ per month

Stay free at Temple or Dormitory

14. Do you or will you pay school tuition and fees?

Yes, specify the amount (in Riel or US dollar per semester or per year): \_\_\_\_\_

No, please explain: \_\_\_\_\_

15. Name of your **last** High School: \_\_\_\_\_

Location: \_\_\_\_\_

Date you graduated or will graduate from high school (*Day/Month/Year*): \_\_\_\_\_

16. Do you receive or will you receive any financial assistance from any sources other than the CEE Foundation's scholarship (check all that apply)?

Yes, I receive free tuition (not cash) from the university in the amount of (in Riel or US dollar): \_\_\_\_

Yes, I receive free scholarship from \_\_\_\_\_

in the amount of (in Riel or US dollar): \_\_\_\_\_ per  Month  Semester  Year

Yes, I receive money from \_\_\_\_\_

in the amount of (in Riel or US dollar): \_\_\_\_\_ per  Month  Semester  Year

Yes, I receive free tuition and free scholarship from \_\_\_\_\_

in the total amount of (in Riel or US dollar): \_\_\_\_\_ per  Month  Semester  Year

Yes, I receive free tuition, free scholarship, and money from \_\_\_\_\_

in the total amount of (in Riel or US dollar): \_\_\_\_\_ per  Month  Semester  Year

No, I do not receive any scholarship/free tuition or any financial assistance at all.

17.1 Do you have any immediate relative living abroad?  No  Yes

If yes, who?  Parent  Sibling  Uncle/Aunt/Grand Parent(s)

17.2 If yes, what country: \_\_\_\_\_

18. Are you working now?  No  Yes/Monthly Income (in Riel or US dollar): \_\_\_\_\_

19. While attending university, how do you go to school?

Walk, how far \_\_\_\_\_  Ride a bicycle  Ride a motorcycle

Use daily paid transportation  Drive a car  Share a ride with friends

20. Name of the **University** / Institution you are currently attending or plan to attend:

\_\_\_\_\_

Campus Location: \_\_\_\_\_

20.1 Your schooling status:  First year student  Second year student  Third year student  
 Fourth year student  Other/Still in high school (explain): \_\_\_\_\_

Date you first attended or will attend this university (*Day/Month/Year*): \_\_\_\_\_

Date you expect to graduate from this university (*Day/Month/Year*): \_\_\_\_\_

20.2 Degree you are currently pursuing or plan to pursue?

Bachelor  Master  Other: \_\_\_\_\_

Major you are currently studying or plan to study (area of specialization): \_\_\_\_\_

20.3 **Latest University Transcript** (you must provide a copy of transcript): GPA: \_\_\_\_\_

20.4 Grade (e.g. A+/A/B+/B/C+/C): \_\_\_\_\_ Other Score, if applicable: \_\_\_\_\_

21. Do you attend other school/university while attending university in question 20?  No  
 Yes: School Name: \_\_\_\_\_ Major: \_\_\_\_\_  
School Name: \_\_\_\_\_ Major: \_\_\_\_\_

22.1 **Latest High School Transcript** (you must provide a copy of transcript): GPA:  
\_\_\_\_\_

22.2 Grade (e.g. A+/A/B+/B/C+/C): \_\_\_\_\_ Other Score, if applicable: \_\_\_\_\_

23. Do you receive any special award or felicitation from your school, or from the Ministry of Education, Youth and Sport, or other organization?  Yes (please attach a photocopy of the award)  No

24. Have you participated in any extra curricula, community services, etc.? (Please provide proof of participation, certificate of appreciation, etc).  
 Member of school's sport and athletic roster  
 Volunteer for community service at \_\_\_\_\_  
 Other, please specify \_\_\_\_\_  
 No, I focus on my study only

25. I have read and fully understood the criteria, requirements and terms and conditions of the CEE Foundation for financial assistance, including its mission, goals, value, and philosophy. These are described on the CEE Foundation's website at: [www.ceefoundation.org](http://www.ceefoundation.org)  
 Yes, I agree and will comply  No, I disagree and will not comply

I declare, to the best of my knowledge, that the above information is true and correct. I understand that the CEE Foundation may terminate my scholarship award if information herein are found to be materially false and I will be subject to pay back the money already received.

Signature of Applicant: \_\_\_\_\_ Date (Day/Month/Year): \_\_\_\_\_

Attached with this Application Form are (Check all boxes that applied):

- |                                                      |                                                           |
|------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> One photo 40mm x 60mm       | <input type="checkbox"/> School transcript                |
| <input type="checkbox"/> Copy of high school diploma | <input type="checkbox"/> Three letters of recommendations |
| <input type="checkbox"/> A 2,000-word essay          | <input type="checkbox"/> Copy of Identification Card      |
| <input type="checkbox"/> Proof/Letter of Admission   | <input type="checkbox"/> Other documents, specify: _____  |

If possible, please scan your application and all required documents and email them with attachments to [SelectingCambodia@ceefoundation.org](mailto:SelectingCambodia@ceefoundation.org)

Or send this complete application, along with required documents, to:

CEE Foundation - Cambodia  
P. O. BOX 1071  
Phnom Penh, Cambodia

## Appendix B: Fund Disbursement Form



**មូលនិធិខ្មែរសម្រាប់ការសិក្សា**  
**Cambodian Education Excellence Foundation**  
12739 Knightsbridge Dr, Woodbridge, VA 22192 Tel:703-670-0854 [www.CEE Foundation .org](http://www.CEE Foundation .org)

Rev 1.0, Nov 2007

### FUND DISBURSEMENT FORM

#### INSTRUCTION

Section I is for Selection Committee-USA use only. Please fill out all information, date and sign. Section II is for Treasurer use only. Section III is for Selection Committee-Cambodia use only. The student should sign the form in person when money is given, witnessed by at least one CEE Foundation field representative. The third signatory can be another CEE Foundation field representative or a school representative. If they are not available, he/she can be any creditable person. All three signatures in Section III must be obtained.

#### SECTION I: Request disbursement of fund

The Selection Committee-USA, with the best of its ability, fair practice and good judgment, and with the approval of the Board of Director, awards a scholarship to the student below. We request the Treasurer to disburse the fund to CEE Foundation-Cambodia by the date specified below. Please return a copy to us when the student has acknowledged receiving the scholarship money.

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

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Name of University attended \_\_\_\_\_

Location/Campus \_\_\_\_\_

Scholarship starts from Semester \_\_\_\_\_ Year \_\_\_\_\_

Scholarship ends at Semester \_\_\_\_\_ Year \_\_\_\_\_

The scholarship fund is  General Fund  Special Fund Amount (per year) \_\_\_\_\_

Donor's Name \_\_\_\_\_ Scholarship Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

#### SECTION II: Disbursement of fund

The Treasurer has authorized a remittance of fund to CEE Foundation-Cambodia to be disbursed to student above.

By Check      Check No \_\_\_\_\_ Check Date \_\_\_\_\_ Amount \_\_\_\_\_

Wire Transfer Transaction/ Reference Number \_\_\_\_\_ Amount \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

### SECTION III: Student Acknowledgement

I, \_\_\_\_\_, acknowledge receiving scholarship money from the CEE Foundation in the amount of US \$ \_\_\_\_\_ for  Fall/First Semester  Spring/Second Semester of year \_\_\_\_\_. I pledge I will use the money for my educational related expenses. I understand that I have a moral, ethical, and academic obligation to fulfill, that I have to maintain a passing grade or my scholarship award will be terminated by CEE Foundation. The amount received is one-half of the yearly scholarship amount awarded to me. The remaining amount will be given to me at the start of next Semester of the same school year.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed before me on \_\_\_\_\_ in the City of \_\_\_\_\_  
\_\_\_\_\_ the Royal Kingdom of Cambodia.

Name of CEE Foundation Representative: \_\_\_\_\_

Signature \_\_\_\_\_

Name of other witness or School/University Representative: \_\_\_\_\_

Signature \_\_\_\_\_