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, has invested her time, energy and intelligence into serving the firm and its many clients. Jo has 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 her 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 29, 2016. Please forward the application materials to 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 __________________________ SS# or 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

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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 _________________