



## Jean H. Proffitt and Susan Brewer, Esq. Scholarship Criteria

### About the Scholarship

The Jean H. Proffitt and Susan Brewer, Esq. Scholarship Fund was established by the Richmond Paralegal Association (RPA) to assist Richmond metro paralegal students with tuition and textbook costs.

This scholarship award is based on merit and whether the applicant demonstrates a dedication to the program and will likely succeed and become a contributing member of the paralegal profession and legal community.

The RPA Scholarship Committee (a subcommittee of the RPA Education Committee) will select the scholarship winner and will give written notification regarding the outcome to all applicants. Scholarships will not be awarded to the same recipient in two consecutive years. The Scholarship Committee's decision is final.

The recipient will be honored at the November RPA Annual Meeting and will receive a \$1,000 scholarship award and a one-year paid student membership.

### Scholarship Criteria

Applicants must be attending a paralegal program at an approved school in the Richmond metro area, on a part-time or full-time basis, and have completed the equivalent of 9 semester hours in the program. Applicants who have completed at least 12 semester hours will be given higher consideration.

Applicants must submit transcripts showing the grade point average from the institution the applicant is attending.

Transcripts may be official or unofficial. Unofficial transcripts must be signed by the applicant's current advisor.

Applicants attaining a 3.0 average or higher will be given higher consideration.

A letter of recommendation from the applicant's current or recent academic advisor, professor, or supervising attorney must accompany the scholarship application.

**Applicants must fully complete the RPA Jean H. Proffitt and Susan Brewer, Esq. Scholarship Fund Application.**

Applications and all related information (resume, written statement of financial need and interest, transcript, and letter of recommendation) must be received by the RPA Scholarship Committee by October 1.

### Applicants are reviewed on:

- Education and employment history.
- Grades and financial need.
- Letter of recommendation.
- Narrative statement.
- Community involvement, including Applicant's demonstration of commitment to the paralegal profession and legal community.

Richmond Paralegal Association (RPA) supports paralegal development at many levels, offering student memberships, providing scholarship opportunities for promising applicants, offering a mentoring program to help recent paralegal graduates make the transition from school to successful employment, and hosting CLE seminars, luncheons and dinner meetings to assist members with cost-effective continuing education opportunities.

***Richmond Paralegal Association's mission is to foster professionalism, continuing legal education, public service, and networking for paralegals in Central Virginia.***

*Richmond Paralegal Association, attn: Scholarship Committee*

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*www.richmondparalegals.org*