

MOORE NORMAN TECHNOLOGY CENTER FOUNDATION, INC.
**REQUEST FOR SCHOLARSHIP ASSISTANCE FOR SHORT TERM PROGRAM
INFORMATION**

GENERAL INFORMATION:

The purpose of the Moore Norman Technology Center Foundation, Inc. is to provide funds needed by students pursuing the following short term career and technical training programs at MNTC:

- (1) HO 083 – Long Term Care Nurse Aide Flex – 104 hours
- (2) HO 082 – Home Health/Long Term Care Aide Flex – 120 hours

Scholarships are awarded based on the need of the student and are approved by the superintendent/ deputy superintendent or a representative of the foundation. The number of scholarships awarded per fiscal year will be limited.

GUIDELINES:

Awards are for an unmet need for school or an emergency situation that could place the student's completion of the program at risk. The total award per scholarship year will not exceed one-half the class amount of a short term class per student. The scholarship year is from July through June. Applications for the current school year will not be accepted after June 15.

Scholarship fund must be used for the purpose of paying tuition (one-half of class).

The award check will be made payable to the school. **No payment will be made directly to the student.**

Student eligibility criteria for a MNTC Foundation scholarship:

- 1) Acceptance in a short term class at Moore Norman Technology Center
- 2) Payment of one-half tuition by applicant to MNTC
- 3) Evidence of need for financial assistance
- 4) Completion of scholarship application
- 5) Appointment with a career advisor
- 6) The award will be based on financial need.
- 7) Applicant must enroll within 30 days of receiving scholarship.

REQUEST FOR INFORMATION:

Applications are available in the career advisor or coordinator offices at the Franklin Road campus, or the career advisor office at the South Penn campus. Applicant must complete and return the form to that same office. Notification of the award will be made to the applicant within two (2) business days after receipt of the completed scholarship application in the superintendent's office.

Please read each section carefully to ensure that all information is complete before returning the scholarship application to your career advisor or coordinator.

SECTION I: To be completed by student

- A. Student must complete Section I of the scholarship application.

SECTION II. To be completed by Career Advisor

- A. Career advisor or coordinator must complete Section II of the scholarship application.
- B. Return the completed application form to a customer service representative.

SECTION III. Foundation Use Only

- A. Forms are delivered to the professional assistant in the Administration office for review by a committee.
- B. Forms are delivered to foundation treasurer for processing of check or letter of approval/denial.
- C. Applicant will be notified within two (2) business days of approval/denial after receipt in the superintendent's office.
- D. Appropriate school personnel will be informed of the decision regarding the request.
- E. Payments will not be made to the student.

Section II. Career Advisor Information

Directions:

1. To be completed by career advisor.
2. Recommendation statement by the career advisor must be completed.
3. Complete Section II, attach recommendation to the form and submit Sections I and II to the superintendent's office.

Student Name: _____ Program Name: _____

Recommendation statement for Scholarship:

Signature: _____ Date: _____

Section III. Foundation Use Only

Directions:

1. A representative for the foundation will review the completed application form and submit to the appropriate individuals for approval/denial.
2. The professional assistant will notify the applicant and coordinator of approval/denial within two (2) business days of receipt of application.
3. The treasurer for the foundation will be responsible for processing the check and sending to the appropriate vendor.

Scholarship Award: Approved Denied Amount: _____

Signature of Superintendent: _____ Date: _____

Check No.: _____ Amount: _____ Payable to: _____