

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

GENERAL INFORMATION:

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

Scholarships are awarded based on the need of the student and are approved by the superintendent/ deputy superintendent or a representative of the foundation.

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. A student may submit multiple foundation scholarship applications for certification/examinations* only; however, the total award per scholarship year will not exceed \$300.00 per student. The scholarship year is from August through June. Applications for the current school year will not be accepted after June 15.

Scholarship fund may be used for the following purposes:

- 1) Moore Norman Technology Center Tuition
- 2) Supplies
- 3) Equipment
- 4) Books
- 5) Testing and Certification Fees ***(Multiple applications accepted)**
- 6) Living expenses including, but not limited to: transportation, medical expenses, utility service, and housing costs.
- 7) Students requesting a foundation scholarship to assist with gasoline **may not** request a separate gasoline voucher. Likewise, a student who receives a gasoline voucher **may not** request a foundation scholarship for the purpose of purchasing gasoline.

Scholarship **may not** be used for reimbursements.

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

Student eligibility criteria for a MNTC Foundation scholarship:

- 1) Have been accepted and making satisfactory progress in a long term program at Moore Norman Technology Center.
- 2) The applicant **must** have completed at least nine (9) weeks of instruction.
- 3) The applicant must be attending class at least twelve (12) hours per week.
- 4) If a high school student, demonstrate a need for financial assistance.
- 5) Complete the scholarship application.
- 6) Student must explain the need clearly and submit documentation of costs.
- 7) The award will be based on financial need. An applicant's need will be determined by available income, employment status, dependency status, and other factors.
- 8) A positive recommendation from the teacher/instructor or counselor is necessary.

REQUEST FOR INFORMATION:

Applications are available in the counseling and financial aid offices at the Franklin Road campus. Applicant must complete sections I, II and III, and submit the form (with a recommendation letter) to the superintendent's 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 the superintendent's office.

SECTION I: To be completed by student

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

SECTION II. To be completed by Teacher/Instructor/Counselor

- A. Teacher/Instructor or counselor must complete Section II of the scholarship application.
- B. A letter of recommendation by the teacher/instructor or counselor must accompany the scholarship application.
- C. Take the completed application form to the financial aid office.

SECTION III. Financial Aid Office Use Only

Financial aid office must complete Section III of the scholarship application.

SECTION IV. 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 the 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. The award check will be made payable to the school or vendor. No payment will be made directly to the student.

Request for Scholarship Assistance

Section I. Student Information

Directions:

1. Student is responsible for completing Section I.
2. Teacher/instructor is responsible for completing Section II.
3. Student is responsible for delivering Section III to the financial aid office for completion.
4. Student is responsible for submitting the completed information to the superintendent's office.

Date: _____ Program/Class Name: _____

Name: _____ Social Security No. _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (home) _____ (cell) _____

Reason for need and amount requested (maximum of \$300):

Vendor Information (other than MNTC):

Payable to: _____ Attention: _____

Address: _____ City: _____ State: _____ Zip: _____

Date: _____ Amount: _____ Purpose: _____

Section II. Teacher/Instructor Information

Directions:

1. To be completed by teacher/instructor or counselor.
2. A recommendation letter by the teacher/instructor or counselor must accompany the scholarship application.
3. Complete Section II, attach recommendation letter to the form, and return forms to the student.

Student Name: _____ Program Name: _____

Enrollment Date: _____ Current Grade: _____ Absences: _____

Recommendation for scholarship (Attach letter of recommendation.)

Signature: _____ Date: _____

Section III. Financial Aid Office Information

Directions:

For post-secondary students, the financial aid officer must complete Section III of the scholarship application form and return the information to the student for submission to the superintendent's office.

Student Name: _____ Program Name: _____

Date received by financial aid officer: _____

Does student receive financial aid? Yes No

If yes, amount student has received for:

PELL _____ SEOG _____ OTAG _____ Student EFC _____

Did student receive assistance with tuition/books/supplies from any other source?

Yes No

Information submitted by: _____ Date: _____

Section IV. Foundation Use Only

Directions:

1. A representative for the foundation will review the completed application form and submit it to the appropriate individuals for approval/denial.
2. The professional assistant will notify the applicant and/or teacher/instructor 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/deputy superintendent or representative Date

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