

# Request for Scholarship Assistance for Long-Term Career Program

## 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. Students may apply more than once, but may only receive a total of \$300.00 in MNTC Foundation Scholarship funds within a single school year.

## 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.

### **Maximum award: \$300.00 per school year.**

A student may submit multiple Foundation scholarship applications; however, the total award per scholarship year will not exceed \$300.00 per student. The school 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
6. Living expenses including, but not limited to: transportation, medical expenses, utility service, and housing costs.

Students may qualify for an emergency gas card. See your MNTC Counselor for more information.

Scholarship fund **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 an MNTC Foundation scholarship:

1. Have been accepted and making satisfactory progress in a long-term career program at Moore Norman Technology Center.
2. Attending class at least twelve (12) hours per week.
3. Demonstrate hardship or financial need.
4. Complete the scholarship application, including a support statement from the student's Teacher/Instructor or Counselor.
5. Explain the need clearly and submit documentation of costs.

The award will be based on hardship/financial need. An applicant's need may be determined by available income, employment status, dependency status, or other factors.

## **Instructions:**

Applicant must submit completed application (Sections I & II including a support statement) to the MNTC 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.
- B. Provide scholarship application to Teacher/Instructor or Counselor for completion of Section II.

### **Section II. To be completed by Teacher/Instructor/Counselor**

- A. Teacher/Instructor or Counselor must complete Section II of the scholarship application.
- B. A support statement by the Teacher/Instructor or Counselor must accompany the scholarship application.

### **Section III. Foundation Use Only**

- A. Forms are delivered to the professional assistant in the Superintendent's/Administration office for review by the Superintendent/Deputy Superintendent or MNTC Foundation representative.
- 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. 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 or Counselor is responsible for completing Section II.
3. Student is responsible for submitting the completed scholarship application to the Superintendent's office. (Teacher/Instructor or Counselor may submit for student, upon request.)

Date: \_\_\_\_\_ Program/Class Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ Email: \_\_\_\_\_

Have you applied for an MNTC Foundation Scholarship during this school year?

No

Yes

Describe hardship and reason for your request. (Maximum of \$300.00 per school year)

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## Section II. Teacher/Instructor or Counselor Information

### **Directions:**

1. To be completed by Teacher/Instructor or Counselor.
2. A support statement by the Teacher/Instructor or Counselor must be included on this page.
3. Complete Section II and return scholarship application to the student.

Student Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Absences: \_\_\_\_\_

Remind student that additional funding may be available through Financial Aid.

Support Statement:

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(If needed, you may continue on the back of this page.)

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

### Section III. MNTC Foundation Use Only

**Directions:**

1. A representative for the MNTC Foundation will review the completed scholarship application and submit it to the appropriate individuals for approval/denial.
2. The professional assistant will notify the applicant and/or Teacher/Instructor or Counselor of approval/denial within two (2) business days of receipt of application.
3. The treasurer for the MNTC 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: \_\_\_\_\_

Notes: