

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/Associate Superintendent of Instruction or a representative of the Foundation. Students may apply more than once but may only receive a total of \$400.00 in MNTC Foundation Scholarship funds within a single school year.

Guidelines

Awards are intended to remove temporary barriers that could potentially prevent a student from completing their MNTC career program. Temporary barriers may include but are not limited to financial changes in the household, unplanned expenses, unexpected repairs, loss of utilities, illness, injury, etc.

Maximum award: \$400.00 per school year.

A student may submit multiple Foundation scholarship applications; however, the total award per scholarship year will not exceed \$400.00 per student. The school year is from August through June. Applications for the current school year will not be accepted after June 15.

Students may qualify for an emergency gas card. See your counselor or program director 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. Is making satisfactory progress in a long-term career program at MNTC.
2. Attends class at least twelve (12) hours per week.
3. Demonstrates hardship or financial need.
4. Is using or has exhausted other sources of financial aid, if eligible
5. Completes the scholarship application, including a support statement from the student's Teacher/ Instructor or Counselor.
6. Explains the need clearly and submits 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, use of financial aid or other factors.

Students must complete the first four (4) weeks of their career program to qualify for an MNTC Foundation Scholarship.

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 Associate Superintendent of Instruction 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 submitted a Free Application For Student Financial Aid (FAFSA) form and/or Veterans Affairs (VA) benefits this school year?

☐ No

If you have questions about the FAFSA or VA benefits, contact MNTC's Financial Aid office at (405) 801-5045 or 5046.

☐ Yes

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

☐ No

☐ Yes

Is this request based on a one-time event or an ongoing situation?

☐ One-time event

If it is a one-time event, use the space on the next page to provide detailed information about the event. What happened and when did it occur? How has it impacted your studies at MNTC, or how will it impact your studies at MNTC? Include anything else you think we should know.

☐ On-going situation

If it is an on-going situation, you will be contacted by someone from the MNTC Financial Aid office to discuss potential long-term solutions. Use the space on the next page to provide an overview of your situation. You may still be eligible for an MNTC Foundation Scholarship.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

MNTCFoundation_LT_Scholarship_App

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: _____

☐ Verify that this is a one-time or ongoing need.

Support Statement:

[illegible]

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

Teacher/Counselor Name (Please Print): _____

Teacher/Counselor Signature: _____ Date: _____

Program Director 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.

Financial Aid verification

Student FAFSA on file: ☐ Yes ☐ No

Student contacted to discuss financial aid opportunities (on-going situations only): ☐ Yes ☐ No

Signature of MNTC Financial Aid office representative

Date

Scholarship award: ☐ Approved ☐ Denied Amount: _____

Signature of Associate Superintendent of Instruction or MNTC Foundation Representative

Date

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

Notes: