Scholarship Application for Continuing Education & Training
Workforce Development Programs
July 2013 - June 2014

Eligibility: APPLICANTS MUST

- ***Be in good financial standing with the College***
- ***Successfully complete assessment exams prior to applying for grant (if required for the program of choice)***
- ***Be at least 18 years old***
- ***Be a Maryland resident***
- ***Meet the following income criteria***

Size of Family Unit	TOTAL Annual Family Income	
	MAXIMUM – up to 100% tuition	MAXIMUM – up to 50% tuition
1	14,521	29,042
2	19,669	39,338
3	24,817	49,634
4	29,965	59,930
5	35,113	70,226
6	40,261	80,522
7	45,409	90,818
8	50,557	101,1148
	Ea add'l $5,148	9,932

ELIGIBLE PROGRAMS

- ☐ A+ Certification
- ☐ Bartending
- ☐ Building Maintenance Certificate
- ☐ Certified Wireless Network Administrator
- ☐ Certified Wireless Technology Specialist
- ☐ Commercial Truck Driving
- ☐ Child Care Certification
- ☐ Dental Assistant
- ☐ EKG Technician
- ☐ Electronic Health Record Specialist
- ☐ Emergency Medical Technician
- ☐ EMT-B to Nursing Assistant
- ☐ Fiber Optics Certification
- ☐ Forklift Certification
- ☐ Floral Design Certification Program
- ☐ Home Improvement License
- ☐ Hospitality
- ☐ HR Essentials
- ☐ HV Certification
- ☐ ITIL Foundation Prep
- ☐ Medical Administrative Assistant Program
- ☐ Medical Billing and Coding Program
- ☐ Medical Transcriptionist Program
- ☐ Nail Technician
- ☐ Network+ Certification
- ☐ Nursing Assistant
- ☐ Patient Care Technician
- ☐ Pharmacy Technician
- ☐ Phlebotomy Technician
- ☐ Physical Therapy Technician
- ☐ Print Graphic Design Noncredit Certification
- ☐ Professional Human Resource Management (PHRM Certification)
- ☐ RN Refresher
- ☐ Veterinary Assistant
- ☐ Web Graphic Design Noncredit Certification
- ☐ Welding
- ☐ OTHER Career Track Programs

_____

DEADLINE: *Applications must be must be received 3 weeks prior to the start of the first course within the selected program. The amount of any award is based on income and family circumstances, therefore only signed and dated applications that are complete with financial documentation will be reviewed by the scholarship committee.*

AWARD RECIPIENTS: *All students receiving awards must attend the "Strategies for Success Workshop" in order to receive funding. The student award letter will contain the date and time of the workshop.*

FEE: *A $20.00 will be required for all approved applications and applied to the tuition of the first course taken within the selected program.*

SUBMIT application and supporting documents to: Harford Community College Continuing Education and Training
Attn: Toni Mitchell, 401 Thomas Run Road, Bel Air, MD 21015

Tell us about you:

Name:_____ **Student ID Number** _____

Street Address: _____

City: _____ **State: MD** **Zip**_____

How long have you been at this address _____

Home Phone: _____ **Work Phone:** _____

Cell Phone: _____ **EMail:** _____

Marital Status: ☐ Married ☐ Divorced/Separated ☐ Single

Do you live with your parents? ☐ Yes ☐ No **Birth Date:** _____

Number of persons in your household that you or your parents support: _____

Qualified students will be eligible to receive funding for ONE Workforce Development Program through this scholarship fund.

Specific Program of Interest: _____

Total Funds Requested for tuition and fees: $_____ **(from the attached worksheet)**

Scholarship award is based on financial need; therefore consideration applicants must provide all sources of household income to include the following information:

1. **A copy of your 2012 Federal Tax Return (1040)**
   - If married and filing separately, you must include spouse's return
   - If under 24 years old, have no children of your own and live with your parent(s), you must include a copy of your parent's tax return
   - If unmarried and residing with a partner, you must provide a copy of the partner's tax return
2. **Or if you did not file a 2012 tax return, you must request and complete the "CERTIFICATION OF NON-FILING STATUS FORM"**
   - Include supporting documentation or a signed letter from person(s) providing support. (List all other sources of income, ex: child support, Social Security, TCA, In-kind support)
   - W-2's should be submitted with this form
3. **Student must submit a scholarship narrative - see p4**
4. **An Interview may be requested by the Harford Community College Noncredit Scholarship Committee.**

This grant is funded by Harford Community College, and is not federally funded; FAFSA applications do not apply. Continued funding for required courses in any program is contingent upon successful completion of each successive course and available funding. Applicants must reapply if program extends beyond the fiscal year.

I certify that this information is true and accurate.

_____ _____

Signature ***Date***

Program *Worksheet*

Please list <u>all of the course</u>s required to complete the program (attach a separate sheet for additional required courses)

Course Title_____ CRN # _____ Start Date:_____ End Date:_____ Tuition:_____ Fee: _____

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Total Cost of program/Funds Requested:_____

Grant money awarded for tuition and fees only. Book charges excluded.

Continuing Education & Training *Scholarship*
July 2013 through June 2014

Narrative: Please use space below <u>or a separate piece of paper</u> for your scholarship narrative which addresses the following:

a) What are your education goals?

b) How will this course(s) help you to achieve your goals?

c) Describe the mitigating, or unexpected financial circumstances, if any, that may affect your ability to pay for this course(s)?