

MOORE NORMAN TECHNOLOGY CENTER FOUNDATION, INC.
REQUEST FOR SCHOLARSHIP ASSISTANCE 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 Superintendent and appropriate Executive Director.

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) 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.

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 MNTCF scholarship:

- 1) Have been accepted and making satisfactory progress in a career major at Moore Norman Technology Center.
- 2) The application **must** have completed at least 9 weeks of instruction.
- 3) Be attending at least 12-hours per week.
- 4) If a high school student, demonstrate a need for financial assistance.
- 5) If a post-secondary student, must have FAFSA results.
- 6) Complete the scholarship application in full.
- 7) Student must explain the need clearly and submit documentation of costs.
- 8) Student is required to attach a copy of his/her grades and attendance.
- 9) 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.
- 10) A positive recommendation from the Teacher/Instructor, Counselor, or Career advisor is necessary.

REQUEST FOR INFORMATION:

Applications are available in the Counseling officers and Financial Aid office 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 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 counselor, career advisor, of the Financial Aid office.

SECTION 1: To be completed by student.

- A. Student must complete the 1st section of the Scholarship Application.

SECTION II. To be completed by Instructor/Counselor/or Career Advisory.

- A. Instructor, Counselor, or Career Advisor must complete the 2nd section of the Scholarship Application.
- B. A letter of recommendation by the Instructor, Counselor, or Career Advisor must accompany the Scholarship Application.
- C. Take the completed application form to the Financial Aid office.

SECTION III. Financial Aid Office Use Only.

- A. Financial Aid Office must complete the 3rd section of the Scholarship Application.
- B. The Financial Aid Officer will send completed Scholarship Application to the Superintendent.

SECTION IV. Foundation Use Only.

- A. Forms are delivered to the Assistant to the Superintendent for review by committee.
- B. Forms are delivered to Foundation Treasurer for processing of check or letter of approval/denial.
- C. Applicant will be notified within 2 business days of approval/denial after receipt from Superintendent's office.
- D. Appropriate school personnel will be informed of the decision regarding the request.

Request for Scholarship Assistance

Section I. Student Information

Directions:

1. Section I – Student is responsible for completing Section I.
2. Sections I and II – Section I is to be attached to Section II and delivered to teacher/instructor for completion of Section II.
3. Section III – Student is responsible for delivering Section III to the Financial Aid office for completion.

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.
2. Recommendation by the teacher/instructor must accompany the Scholarship Application.
3. Complete Section II, attach recommendation to the form and submit Sections I and II and III to the Financial Aid office.

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:

1. Financial Aid office must complete Section III of the Scholarship Application form.
2. The Financial Aid officer will send the completed Scholarship Application form to the office of the Assistant to the Superintendent.

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: _____

Date sent to Superintendent's office: _____

Section IV. 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 Assistant to the Superintendent will notify the applicant and/or teacher/instructor of approval/denial within 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.
4. The Treasurer for the Foundation will contact the appropriate school personnel regarding the outcome of the scholarship request.

Scholarship Award: Approved Denied Amount: _____

Signature of Superintendent: _____ Date: _____

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