

Otha Grimes/Francis Tuttle Memorial Scholarship

for Adult Career and
Technology Center Students

Revised 08/14/2015



Eligibility/Application Criteria

This scholarship is available to adult students enrolled in a program at a Career & Technology Center. Submitted applications must be typed. Applicants should not submit a copy of a previously submitted application. Applications must be submitted through a district technology center financial aid administrator to the Oklahoma CareerTech Foundation office.

The designated district's Financial Aid Administrator should review the completed applications and determine a maximum of the district's top 10 priorities to be submitted to the CareerTech Foundation. Appoint a priority of need for each application and assign the priority number in the appropriate location on Page 2 of the application form. Financial Aid Administrators should sign each of the 10 applications. Applications will not be considered if they have not been signed and prioritized by a district Financial Aid Administrator. Be sure to prioritize the applications by district – NOT by campus.

Common reasons applications have been ruled "not eligible" include, but are not limited to, missing signatures by student and Financial Aid Administrator, specific amount requested not included, and missed deadline. Applicants should list only current semester amounts on the application. Incomplete or late applications will not be considered. It is the school's responsibility to make sure that the Foundation receives district applications. It is recommended that the applications be sent by "certified" mail to ensure the applications reach the Foundation office.

Financial Aid Administrator should give Oklahoma residents due consideration when ranking the applications. Administrator should submit the original scholarship application to the foundation.

Use of Scholarship Funds

Any scholarships received from the Oklahoma Career Tech Foundation must be used for the current semester expenses that *directly relate* to a student attending a technology center class. Examples of allowable expenses include: tuition, books, uniforms/scrubs, gasoline, conference registration fees, school supplies and childcare. Examples of expenses not allowed include: Clothes, food, rent or utilities. If a student attending your school is awarded a scholarship, we will send the check to the school and the school will be responsible for allocating the scholarship money to the student on an as-needed basis. The school is responsible for ensuring that scholarship funds are applied towards the students' educational expenses as identified in the application.

Application Deadlines

Technology center application packets must be addressed to the CareerTech Foundation, 1500 West Seventh Avenue, Stillwater, OK 74074 and postmarked on or before *February 1* for the Spring Scholarship deadline and *September 15* for the Fall Scholarship deadline. Applicants should contact their Career and Technology Center's Financial Aid Administrator for their due dates.

The Oklahoma Career Tech Foundation's Scholarship Committee will meet to vote on the scholarship winners and will notify you of district winners. If additional information is needed, please contact LaMecia Stidham, Oklahoma CareerTech Foundation, at (405) 743-5115 or email lamecia.stidham@careertech.ok.gov

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Application

Spring Fall

**PLEASE COMPLETE APPLICATION AND SUBMIT TO FINANCIAL AID DIRECTOR BY
SCHOOL'S DEADLINE. APPLICATION MUST BE TYPED.
(DO NOT COPY A PREVIOUSLY SUBMITTED APPLICATION)**

Name: _____

Address: _____

Home Phone Number: _____ **Cell Number:** _____

Technology Center (please include campus): _____

Is the applicant applying as an in-district or out-of-district

Program in which you are enrolled: _____

Date you started in the program: _____

Date you plan to complete the program: _____

Name of the instructor who can document your program endeavors: _____

Define your career objective: _____

What circumstances dictate your financial need for scholarship assistance (please be specific):

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**List all educational expenses (specify the item and cost of each item for the current semester):
(Only list allowable scholarship expenses, refer to guidelines)**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**List all financial support you have or plan to receive this semester:
(Pell or other scholarships – specific the support and amount)**

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total amount of scholarship funds you are requesting this semester: \$ _____
(Note: Application will NOT be considered unless amounts are indicated.)

I hereby certify that the above information is correct to the best of my knowledge, and that I am at least 18 years of age. Incomplete information may jeopardize this application from being considered.

Date

Applicant's Signature

Scholarship must be applied towards students' specific needs identified above.

(Applicant may attach a separate page of additional information or for clarification of any item(s) in application.)

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