GENERAL INFORMATION:

**Purpose**
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 and appropriate Executive Director.

**Guidelines for Application**
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 funds 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 MNTC Foundation scholarship:

1) Have been accepted and making satisfactory progress in a career major at Moore Norman Technology Center.
2) The applicant 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 offices 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 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, or the Financial Aid office.

SECTION I:  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 Advisor.
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 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 two business days of approval/denial after receipt from Superintendent’s office.
D. Appropriate school personnel will be informed of the decision regarding the request.