

# 2011 Scholarship Application

## Early Care and Education Program for Adults



### **Return Completed Application and Required Documentation to:**

Tulsa Tech Early Care and Education Program  
3850 North Peoria  
Tulsa, Oklahoma 74106  
Attention: Ann Wheeler or Rebecca Guthrie

**If you have questions regarding your  
application call 918-828-2004 or 918-828-2006**

# Checklist for TTCEF Scholarship Application

- Complete ALL information requested on application
- Read, sign and date each of the **Informed Consent, Release of Information, and Scholarship Grade/Attendance Policy** statements below
- Provide verification of income by attaching a copy of a current check stub indicating gross salary and number of hours worked (*not applicable for family child care providers*)
- If you are a *family child care provider*, complete the **Verification of Income** statement below
- Attach current copy of your facility's DHS License and verification of the Stars Rating
- Attach copy of Entry Level Child Care Training (ELCCT) certificate
- Include a one page essay describing your **educational** and **career goals**, and why receiving this scholarship assistance is important to you
- Read, sign and date the scholarship agreement
- Before mailing: Make photocopies of the application, checklist, agreement and required support documentation for you to keep in your files for future reference
- Indicate completion of items on this list (✓) and by applicant's initials here: \_\_\_\_\_

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## **Informed Consent and Release of Information**

If awarded, I agree to participate in the Tulsa Tech Education Foundation/Early Care and Education Scholarship program. I give my permission for all information, including but not limited to: personal, educational, assessment, transcripts, photographs, class completion information, grades, and survey data to be collected throughout the course of my participation in the program to be used for evaluation, reporting, and research purposes.

\_\_\_\_\_  
Scholarship Applicant/Participant Signature

\_\_\_\_\_  
Date

## **Scholarship Grade/Attendance Policy**

I understand that if I enroll in or attend class before notice of scholarship approval has been given, then I will be solely responsible for tuition, fees, and curriculum materials. If awarded, I understand that my scholarship will be **revoked** due to course absences that exceed 20 % and/or for any course letter grade received below a "C", and that I will be responsible for tuition, fees & curriculum materials that are due on my account.

\_\_\_\_\_  
Scholarship Applicant/Participant Signature

\_\_\_\_\_  
Date

## **Verification of Income for Family Child Care Providers Only:**

As a family child care provider, I declare that I am currently working at least 30 hours per week, and am being paid to care for children other than my own. I understand that TTCEF/TTC reserves the right to request documented verification of income at any time during my scholarship agreement term.

\_\_\_\_\_  
Scholarship Applicant/Participant Signature

\_\_\_\_\_  
Date

## **Notification of Change in Status**

I understand it is my responsibility to notify the Coordinator's office in **writing** of changes in my name, address, phone numbers, email, and place of employment within 1 week of said change.

\_\_\_\_\_  
Scholarship Applicant/Participant Signature

\_\_\_\_\_  
Date



## Early Care and Education Program

Name (Last, First, MI): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Do you check it regularly? \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Facility & Director: \_\_\_\_\_

Facility Mailing Address: \_\_\_\_\_

Facility Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

DHS License #: \_\_\_\_\_ Accredited? \_\_\_\_\_

Stars Rating for Facility: \_\_\_\_ 1-star plus \_\_\_\_ 2-stars \_\_\_\_ 3-stars

Employed how long at this facility? \_\_\_\_\_ # of hours you work per week? \_\_\_\_\_

If not a family child care provider, what is the hourly wage paid to you by your employer? \_\_\_\_\_

Do you have a high school diploma or GED? \_\_\_\_\_ If so, which one? \_\_\_\_\_

Have you completed the required *Entry Level Child Care Training (ELCCT)*? \_\_\_\_\_

Have you completed any of Tulsa Tech's CDA Blocks within the past 3 years? \_\_\_\_\_

If yes, which of the CDA Blocks have you completed with the letter grade of "C" or better and when?

I am requesting financial assistance for the following: (*circle all that apply*)    Textbook    CDA Packet

CDA Block 1    CDA Block 2    CDA Block 3    CDA Block 4    CDA Block 5    TCC Dual-Enrollment Fees

*I hereby certify that the above statements are true to the best of my knowledge. I understand that false statements on this application are sufficient causes for rejection or loss of funding; and that by doing so, I will be required to reimburse TTCEF for any funds paid to date on my behalf.*

Signature of Applicant

Date

~ Please allow 2 weeks for processing and review of application. Incomplete applications will NOT be processed. ~

*Tulsa Technology Center Education Foundation and the Early Care and Education Program*

**Scholarship Agreement for Financial Assistance**

*This agreement is between the qualified child care provider (applicant), the Tulsa Tech Educational Foundation (TTCEF) and the Tulsa Tech Early Care and Education program. The purpose of this scholarship is to provide co-payment participation funds to help answer the financial needs of qualified child care providers and to help fulfill the demands of providing qualified workforce availability in our community. In the event funds to finance this agreement become unavailable, either in part or in full, this agreement may be terminated and such notice will be provided in writing to the parties herein. No funds will be awarded directly to the student. Tulsa Technology Center does not discriminate on the basis of race, color, religion, national origin, gender, age, marital or veteran status, or disability.*

**Tuition scholarship eligibility requirements:** The applicant/student must be 18 years or older; be a U.S. citizen or permanent resident; have a high school diploma or equivalent; be employed in an Oklahoma DHS licensed facility rated at one-star-plus or higher; be employed at their current child care facility for at least three months; have taken the Entry Level Child Care Training (ELCCT); and work as a child care provider or family child care provider at least 30 hours per week earning the hourly rate of \$12 or less. Employees from federally funded child care programs would not be eligible to participate in this scholarship program.

**Tulsa Community College dual-enrollment eligibility requirements:** The student must have completed all CDA coursework at Tulsa Tech with the letter grade of "C" or better to receive nine academic hours.

**CDA Assessment Application Fee eligibility requirements:** The student must have completed all CDA coursework at Tulsa Tech with the letter grade of "C" or better. In addition, the student must have completed the dual-enrollment process with Tulsa Community College, and participate in an additional application process with TTCEF to request funding approval for the national assessment fee.

**For scholarship-approved students, the Tulsa Tech Early Care and Education program administered by the Tulsa Technology Center Educational Foundation will:**

1. Pay 80% of tuition toward each of the CDA Block courses, 100% of the course textbook and CDA Assessment Application Packet expenses, and 50% of the Tulsa Community College dual-enrollment fee for 9 academic credits.
2. If eligible, administer an additional scholarship application process for the CDA Assessment fee. If approved by the TTCEF, will pay **\$260** (80%) toward the CDA Assessment Application fee.

**The applicant agrees to the following:**

1. Participate in the scholarship program **beginning** with the following term:  
**Spring of 2011** (Jan-May) \_\_\_\_\_ **Summer of 2011** (May-July) \_\_\_\_\_ **Fall of 2011** (Aug-Dec) \_\_\_\_\_
2. **Complete the CDA Block 1-5 courses and the dual-enrollment process at Tulsa Community College no later than January 2012.**
3. Satisfactorily pass each CDA block with the letter grade of "C" or better.
4. Remain employed working 30 hours per week with children, earning no more than \$12 per hour at current child care facility, and will notify the EC&E Program Coordinator immediately of any changes in employment or salary status.
5. Pay Tulsa Tech 20% of the cost of tuition in accordance with the institutional policies, no later than five days prior to start date of each course. The amount payable by applicant/scholarship participant is **\$16** per CDA Block, payable at the time of enrollment.
6. Pay Tulsa Technology Center/Tulsa Community College 50% of the dual-enrollment fee for 9 academic credits in the amount of **\$36** upon successful completion of CDA Blocks 1-5.
7. If eligible, will submit an additional scholarship application for the CDA Assessment fee. If approved by the TTCEF, applicant will pay **\$65** (20%) toward the CDA Assessment Application fee.

This agreement may be modified in writing, and will remain in full force and effect as long as the scholarship applicant remains eligible for participation in the TTCEF/EC&E program - or at such time as the scholarship applicant decides not to continue in their educational goals - or is revoked due to non-compliance with Tulsa Tech program policies.

I agree to the terms and conditions set forth above, and will adhere to all Tulsa Technology Center Education Foundation and the Tulsa Technology Center Early Care and Education program policies.

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Scholarship Applicant/Participant Signature

Date