



★ TUITION SCHOLARSHIP APPLICATION CHECKLIST ★

Community College Tuition Scholarship Application Checklist

Child care providers meeting Scholars program eligibility requirements, may apply for the scholarship by completing the following:

- Complete all information requested on the Tuition Scholarship Application
- Read, sign, and date the Informed Consent and Release of Information
- Read, sign, and date the Scholarship Agreement
- Provide verification of income:
 - *Teachers and Directors* – a copy of a current check stub indicating gross salary or hourly rate of pay and hours worked
 - *Family Child Care Provider* – complete a Verification of Income form
- Provide verification of applying for the Free Application for Federal Student Aid
 1. Complete the FAFSA application on-line at www.fafsa.ed.gov
 2. Print a copy of your FAFSA confirmation page
 3. Include the confirmation page with your scholarship application

Return the completed application to the scholar coordinator at the community college you plan to attend or to the Scholars for Excellence in Child Care program office at the address listed above.

Application Deadlines

The completed application must be received by the following date for consideration for the semester listed:

- July 31 – Fall Semester
- September 15 – Mid-Fall Semester
- December 15 – Spring Semester
- February 15 – Mid-Spring Semester
- May 15 – Summer Semester

Scholars for Excellence in Child Care

Providing Educational Opportunities for Child Care Professionals

P.O. Box 108850, Oklahoma City, OK 73101-8850

866.343.3881 405.225.9395

www.okhighered.org/scholars



**Child Care
Services**

★ TUITION SCHOLARSHIP APPLICATION ★

Which community college do you plan to attend?					
Social Security #: - -		Semester & Year to Begin: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Mid-Fall <input type="checkbox"/> Mid-Spring Year: _____		Date of Birth: / /	
Last Name:		First Name:		MI:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Mailing Address:		City:		State:	Zip Code:
County of Residence:		Home Phone: () -		Cell Phone: () -	
Oklahoma Professional Development Registry Number:		E-mail Address:			
Credential to Pursue: <input type="checkbox"/> CDA Credential <input type="checkbox"/> Director's Certificate of Completion (Director's & Assistant Director's only) <input type="checkbox"/> Certificate of Mastery <input type="checkbox"/> Director's Certificate of Mastery (through OSU-OKC; Director's & FCCP's only) <input type="checkbox"/> AA/AS degree in CD/ECE <input type="checkbox"/> AAS degree in CD/ECE Center Mgmt. /Admin. (Director's only)					
Ethnic Origin: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black, Non-Hispanic <input type="checkbox"/> Bi/Multi Racial <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Nonresident Alien					
High School Attended: (include city and state)			Year Completed:		Highest Education Level Completed:
Do you have previous college credit <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, within the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No			Dates Attended:		Credit Hours Earned:
Do you have previous clock hours towards your CDA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many hours? _____					
Do you have a current CDA Credential? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, CDA Credential renewal date: _____					
Facility Name:		Director's Name:		Facility Phone: () -	
Facility Mailing Address:		City:	State:	Zip Code:	Facility Fax Number: () -
Facility Type: <input type="checkbox"/> Center <input type="checkbox"/> Home	Contract Number:		License Number:		Federal Tax ID Number:
Employment Start Date:	Star Rating: <input type="checkbox"/> 1-star plus <input type="checkbox"/> 2-star <input type="checkbox"/> 3-star		Licensed Capacity:		Total Enrolled:
Job Title: Family Child Care Home <input type="checkbox"/> Family Child Care Home Provider (FCCP) <input type="checkbox"/> Family Child Care Home Provider Assistant		Job Title: Child Care Center <input type="checkbox"/> Director/Owner <i>hours worked with children per week:</i> _____ <input type="checkbox"/> Director/Employee <input type="checkbox"/> Assistant Director <input type="checkbox"/> Master Teacher <input type="checkbox"/> Teacher <input type="checkbox"/> Assistant Teacher <input type="checkbox"/> I/T <input type="checkbox"/> Pre-K		Hours Worked per Week:	
				Hourly Wage: \$	

Scholarship Application Checklist

- Child Care Facility Employees:**
- Completed Application
 - Current Check Stub
 - Financial Aid Documentation

- Center Owners:**
- Completed Application
 - Current Check Stub
 - Financial Aid Documentation

- Family Child Care Providers:**
- Completed Application
 - Verification of Income Form
 - Financial Aid Documentation

Approved: _____ Scholar Type: CL _____ NCL _____
Scholar Coordinator/Scholars Program Scholarship Staff Date

Informed Consent and Release of Information

I, _____ agree to participate in the Scholars for Excellence in Child Care (Scholars) program. I give my permission for all personal information, educational information, assessment, transcripts, class completion information, grades, billing, financial aid, and survey data to be collected throughout the course of my participation in the program to be used for evaluation, reporting, and research purposes and institutional transfer for the Scholars program and the Oklahoma State Regents for Higher Education. Such information collected or produced as a result of participation in the Scholars program may be shared with the Department of Human Services (DHS) for the purpose of verifying compliance with Child Care Licensing requirements and with "Reaching for the Stars". In addition, student specific information may be utilized by DHS to evaluate the progress and success of students in determining the effectiveness of the initiative.

Student specific information may also be shared with the University of Oklahoma's Center for Early Childhood Professional Development (CECPD) or the Oklahoma Department of Career and Education Technology (Career Tech) for the purpose of evaluating training needs and program evaluation for persons jointly participating in Scholars and other professional development initiatives offered by CECPD or Career Tech including, Child Care Careers, the Registry, Pathway, or other general professional development activities.

_____ is an equal opportunity institution, and complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act, and other federal laws and regulations. It does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures.

Child Care Professional/Scholarship Applicant

Date

Scholarship Grade Policy

Scholar enrollment may not exceed six courses with two classes in the first fall or spring semester, one class in the summer semester and up to three classes the third semester (fall or spring) and must pass each class with a "D" or better. If a course is not passed, the scholar must reimburse the Oklahoma State Regents for Higher Education, and the number of hours in which a scholar can enroll the next semester may be limited. If a grade of:

- ✓ **"D" is received** the scholarship will not pay for the class again.
- ✓ **"F" (fail) is received** the scholar must reimburse the Oklahoma State Regents for Higher Education within one semester.
- ✓ **"I" (incomplete) is received** the scholar must reimburse the Oklahoma State Regents for Higher Education or complete the coursework and have the "I" grade changed to a passing letter grade prior to the end of the following semester.
- ✓ **"W" (withdrawal) is received** the time of withdrawal will determine if the scholar must reimburse either the college according to the institution billing policy or reimburse the Oklahoma State Regents for Higher Education within one semester.

Scholars will be invoiced for 80% of tuition and fees by the Scholars program office upon receipt of semester grades by the scholar coordinator. The Scholars program will not pay for a course to be retaken until the Scholar Invoice has been paid in full. After receipt of initial invoice, the scholar may contact the Scholars program office at 866-343-3881 or 405-225-9155 to make payment arrangements. If payment arrangements or final payment have not been received within one semester, the scholar will be terminated from the Scholars program.

Note: If a scholar enrolls in or attends class before receiving notice of scholarship approval or without notifying the Scholars program of their enrollment or schedule changes in accordance to the scholarship guidelines, the scholar will be responsible for the tuition, fees, and book charges and will be dropped from the scholarship.

Child Care Professional/Scholarship Applicant

Date



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★ TUITION SCHOLARSHIP AGREEMENT ★

This agreement includes the child care provider, the child care facility, the Scholars for Excellence in Child Care (Scholars) program, and the Oklahoma State Regents for Higher Education. In the event funds to finance this agreement become unavailable, either in part or in full, due to reduction in appropriations, this agreement may be modified or terminated and such notice will be provided in writing to the parties herein.

Section I:

Administered by the Oklahoma State Regents for Higher Education, the Scholars for Excellence in Child Care program scholarship will:

1. Pay up to 80% of tuition/fees subject to the application of additional financial aid and scholarship funds as provided in Section II (2) and up to 100% of required text books toward CDA courses, a Certificate of Mastery, Director's Certificate of Completion (Directors & Assistant Directors only), associate of science or arts degree in child development, Director's Certificate of Mastery (through OSU-Oklahoma City – Directors, Assistant Directors, and Family Child Care Home Providers only), or an associate of applied science degree in center management or administration (Directors and Assistant Directors only). Note: All financial aid (Pell grant or other financial grants, scholarships, student loans) will be applied toward tuition, fees and books before the Scholars program scholarship.
2. Pay based on enrollment not to exceed six courses with two classes in the first fall or spring semester one class in the summer semester and up to three classes the third semester (fall or spring) toward a Certificate of Mastery (CoM). Subsequent contracts pay based on enrollment not to exceed six courses. Once a CoM is earned a scholar may pursue an associate degree in child development if the scholar has a minimum grade point average (GPA) of 2.0 or higher.
3. Provide a one-time educational stipend in the amount of six hundred dollars to eligible scholars who successfully complete a Certificate of Mastery, or an Infant-Toddler Certificate of Mastery, or a Director's Certificate of Mastery. The stipend is to be paid to the scholar within 60 days of confirmation of grades and /or certificate.

Section II:

I, _____, meet and agree to maintain the following scholarship eligibility requirements:

- o Employed at a licensed child care facility at least six months before beginning coursework
- o Work in a one-star plus or above, DHS licensed, military monitored, or tribal monitored child care facility with a minimum of 10 percent subsidy children at time of my application
- o Work as a teacher, family child care provider (caring for children other than my own) or a director working at least 30 hours per week earning \$15.50 or less per hour
- o Will be on a child development or early childhood education plan of study
- o Agree to attend _____
(Community College)

and I further agree to the following:

1. Participate in the Scholars program beginning with the following semester:

Fall 20____ (August – December) Spring 20____ (January – May) Summer 20____ (May – July)

Continued on page two

2. Apply for financial aid each academic year and furnish completed FAFSA application documentation to the community college scholar coordinator. Respond promptly to all requests for additional information about FAFSA, SAR, state grants (such as OTAG and SEOG) and scholarships. If awarded, the **financial aid** (grants, scholarships, student loans, etc.) **will be applied toward tuition, fees and books before the Scholars program scholarship**. If for some reason, the Scholars program scholarship is applied and pays for the tuition, fees and books before the financial aid is received, I will refund said amount to the Scholars program.
3. Enroll in and successfully complete no more than six courses with two classes in the first fall or spring semester, one class in the summer semester and up to three classes the third semester (fall or spring). Subsequent contracts pay based on enrollment not to exceed six courses. If enrolling in additional hours, the scholarship is forfeited.
4. After successfully completing a CoM can then be approved to continue toward an associate degree if a minimum GPA is 2.0 or higher.
5. If remedial courses in reading and writing are required, follow the institutional guidelines as they pertain to remedial coursework. Students may not enroll in remedial math courses unless they have been approved to work toward an associate degree.
6. Submit a class schedule and any changes to enrollment status or class schedule to the community college scholar coordinator or Scholars program office each semester. If changes are not reported, tuition, fees, and book charges may not be covered by the Scholars program and depending on course changes the scholarship may be terminated.
7. Notify the community college scholar coordinator or Scholars program office of any changes in employment status. If changes are not reported, tuition, fees, and book charges may not be covered by the Scholars program.
8. Submit grades to the community college scholar coordinator or Scholars program office each semester. Payments for the current or next semester are not guaranteed if grades are not received.
9. Pass each class with a "D" or better and abide by the scholarship grade policy concerning making a "D", "F", "I", or "W". This policy can be found on the Informed Consent and online at www.okhighered.org/scholars/forms/grade-policy.pdf. Note: The institution grade policy may differ from this. The Scholars program will not pay for a class to be retaken. If approved for the associates degree must maintain a 2.0 or better GPA for continued scholarship eligibility. Eligibility will be checked at scholarship renewal.
10. Pay the community college up to 20% of tuition/fees subject to the application of additional financial aid and scholarship funds as provided in Section I (1) in accordance with the institutional policies. This includes late fees if applicable.

This agreement is in full force and effect for a one year period based on contract date, with one year renewal periods thereafter, 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 Scholars for Excellence in Child Care program, upon renewal, or at such time as the scholarship applicant decides not to continue his or her educational goals with the scholarship program.

I agree to the terms and conditions set forth above, and will adhere to all Scholars for Excellence in Child Care program policies. In addition, I understand that my scholarship will not be valid until I receive my official notification letter from the Oklahoma State Regents for Higher Education.

 Child Care Professional/Scholarship Applicant Date

Section III:

As the director of _____ child care facility, I agree that the undersigned child care professional from this facility can participate in the Scholars for Excellence in Child Care program. I agree to be supportive of the undersigned child care professional in his/her educational endeavors. I also agree to allow the scholar coordinator to meet with the scholar at this facility each semester to better ensure my staff's success in the Scholars program and courses enrolled.

 Child Care Facility Director/Owner Date



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★ FINANCIAL AID ★

All Scholars for Excellence in Child Care tuition scholarship applicants must also apply for the Free Application for Federal Student Aid (FAFSA) each academic year (although you do not have to demonstrate financial need to receive the scholarship) and must submit the FAFSA confirmation page with the scholarship application. In addition to the scholarship, you may also qualify for a Pell Grant, SEOG, and/or OTAG. If awarded, all financial aid (scholarships, grants, and loans) will be applied toward tuition, fees and books before the Scholars program scholarship.

1. Apply for Federal Student Aid at fafsa.ed.gov by clicking on “Start A New FAFSA”.
2. Include *one* of the following items with your tuition scholarship application:
 - FAFSA confirmation page showing “Current Application Status: Processed Successfully”.
 - Copy of your Financial Aid Award letter from the college.
 - Transcript showing that a bachelor’s degree has been confirmed.
 - Current Student Aid Report (SAR) or a letter from Federal Student Aid or a letter from the college’s financial aid office stating why you are not eligible for Pell (i.e., defaulted on a student loan, etc.).

Helpful Financial Aid Information

We are here to assist you with academic advisement and educational costs to further your education. In addition to the tuition scholarship through the Scholars program, you may receive financial assistance in different forms:

- Scholarships — awards given for a variety of reasons, such as working in child care or for career plans in child development.
- Grants — financial aid that doesn’t have to be repaid (unless, for example, you withdraw from school and owe a refund). This includes Pell Grants (Pell), Supplemental Educational Opportunity Grants (SEOG), and Oklahoma Tuition Aid Grants (OTAG).
- Loans — borrowed money for college; you must repay over time, with interest. This includes Student Loans (Stafford and Perkins) and Parent Loans (PLUS). Scholars are advised not to accept student loans.

The most important thing for you to do is to complete and submit your FAFSA as soon as possible after October 1. Students are automatically considered for the Pell Grant, SEOG, and OTAG when they complete and submit their FAFSA; however, doing so does not guarantee an award. How early you apply can make the difference in whether you receive a SEOG and/or an OTAG award. These funds are limited, which is why it is so important to complete and submit your financial aid application in a timely manner.

Remember to:

- Apply for FAFSA online at fafsa.ed.gov
- File your FAFSA every year as soon as possible after October 1.
- Respond promptly to all requests for additional information you receive about your FAFSA, SAR, financial aid, state grants and scholarships, and your application to college.
- Keep a copy of all applications and documents you file.

Scholarship Application Due	Semester to Start	FAFSA Confirmation
April 15	Summer	<ul style="list-style-type: none"> • Provide both the current academic year & the next academic year FAFSA confirmation pages with the scholarship application.
December 15	Spring	<ul style="list-style-type: none"> • Provide current academic year FAFSA confirmation page with the scholarship application. • Complete the next FAFSA academic year application as soon as possible after October 1 and for best consideration of grants by December 1.
July 31	Fall	<ul style="list-style-type: none"> • Provide current academic year FAFSA confirmation page with the scholarship application. • Complete the next FAFSA academic year application as soon as possible after October 1 and for best consideration of grants by December 1.



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★ **VERIFICATION OF INCOME** ★

Family Child Care Home Providers

In lieu of a check stub, for income eligibility documentation required for the scholarship application, family child care home providers may complete the Verification of Income form.

As an Oklahoma Department of Human Services licensed Family Child Care Home participating in the “Reaching for the Stars” quality initiative, I, _____, the family child care home provider declare that I am currently working at least 30 hours per week, and I am being paid to care for children other than my own.

I understand that the Scholars for Excellence in Child Care program reserves the right to request documented verification of income at any time during my scholarship agreement term.

Family Child Care Home Provider Signature

Date