

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

★ 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 hours:
 - *Center Providers* – a copy of a current check stub indicating hours worked per week
 - *Family Home Provider* – complete a Verification of Hours form
- Provide verification of applying for the Free Application for Federal Student Aid
 1. Complete the FAFSA application online 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



OKLAHOMA STATE REGENTS
FOR HIGHER EDUCATION

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★ TUITION SCHOLARSHIP APPLICATION ★

Which community college do you plan to attend?				Semester & Year to Begin: Year:			
Social Security #: - -		Date of Birth: / /		<input type="checkbox"/> Fall		<input type="checkbox"/> Spring	
<input type="checkbox"/> Mid-Fall		<input type="checkbox"/> Mid-Spring		<input type="checkbox"/> Summer			
Last Name:			First Name:			MI:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing Address:				City:		State:	Zip Code:
County of Residence:				Home Phone: () -		Cell Phone: () -	
Oklahoma Professional Development Registry Number:				E-mail Address:			
Ethnic Origin: <input type="checkbox"/> Black, Non-Hispanic <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Bi/Multi Racial <input type="checkbox"/> Hispanic <input type="checkbox"/> Nonresident Alien <input type="checkbox"/> Asian or Pacific Islander							
Date of High School graduation or GED earned (MM/YYYY):				Highest Education Level Completed:			
Name of High School:				City and State of High School:			
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: _____							
Credential to Pursue: <input type="checkbox"/> CDA Credential <input type="checkbox"/> Certificate of Mastery <input type="checkbox"/> AA/AS degree in CD/ECE <input type="checkbox"/> Director's Certificate of Completion <input type="checkbox"/> Director's Certificate of Mastery (through OSU-OKC) <input type="checkbox"/> AAS degree in CD/ECE Center Mgmt/Admin. (Directors & Assistant Directors only)							
Facility Name:				Facility Phone: () -		Facility Fax Number: () -	
Facility Address:				City:		State:	Zip Code:
Facility Type: <input type="checkbox"/> Center <input type="checkbox"/> Home <input type="checkbox"/> HS/EHS		Star Rating:	License Number:		Federal Tax ID Number:		Employment Start Date:
Hours Worked Per Week:		Hourly Wage:	Licensed Capacity:		Total Enrolled:	Supervisor Name:	
Scholar (Applicant) Job Title: <input type="checkbox"/> Director/Owner <input type="checkbox"/> Assistant Director <input type="checkbox"/> Teacher <input type="checkbox"/> Family Child Care Home Provider (FCCP) <input type="checkbox"/> Director/Employee <input type="checkbox"/> Master Teacher <input type="checkbox"/> Assistant Teacher <input type="checkbox"/> FCCP Assistant							

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

The Scholars program is a collaboration with the State Regents for Higher Education and the Department of Human Services.



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Informed Consent and Release of Information

I, _____ agree to participate in the Scholars for Excellence in Child Care (Scholars) program 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 (OSRHE).

I additionally give the scholar coordinator of the Scholars program permission to access transcripts to send to OSHRE to forward to colleges and/or universities on my behalf for possible enrollment at a college or university as a Scholars program participant. The Scholar Coordinator also has my permission to coordinate with the college bookstore, bursar, registrar, financial aid, faculty and staff and other departments of the college on my behalf for enrollment and preparation of attending courses. 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.

I also give authorization for the Scholar Coordinator of the Scholars program to provide unofficial transcripts and course information, including course schedule and course grades, to the Department of Human Services (DHS) Quality Improvement Specialist and Child Care Licensing Specialists, tribal agency, Resource and Referral staff or other entity providing educational funds for purposes of monitoring my academic progress toward completion of a Child Development Associate Credential, Certificate of Mastery or associate degree. Said information may also be shared with the child care services division at the DHS state office. 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.

Scholarship Applicant Signature

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 90% 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.

Scholarship Applicant Signature

Date

★ 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 90% 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, associate of science or arts degree in child development, Director's Certificate of Mastery (through OSU-Oklahoma City) 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 stipend upon completion of a credential, certificate, and/or degree. The stipend is to be paid to the scholar within 90 days of confirmation of grades and/or certificate.

Section II:

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

- Be employed at a licensed child care facility at least six months before beginning coursework
- Be employed in a licensed child care facility participating in the state QRIS program with a rating of one star or higher
- Be employed as a teacher, assistant director, director, family child care provider assistant, or family child care provider (caring for children other than my own) working at least 30 hours per week
- Agree to be on a child development or early childhood education plan of study
- 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)

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.

Continued on page two

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 forfeited.
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 and the scholarship may be forfeited.
8. Pass each class with a "D" or above, and abide by the scholarship grade policy concerning making a "D", "F", "I", or "W". This policy can be found on the Informed Consent form. 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 associate degree must maintain a 2.0 or better GPA for continued scholarship eligibility. Eligibility will be checked at scholarship renewal.
9. Pay the community college up to 10% 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 of approval from the Oklahoma State Regents for Higher Education.

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



★ 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.

Reminders:

- 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.