

Oklahoma CareerTech Foundation

Adult Career Technology Students

Otha Grimes\Francis Tuttle Memorial Scholarships

Eligibility Criteria

This scholarship is available to adult students enrolled in a program at a Career & Technology Center. The application may be duplicated but it must be on 8 1/2" x 11" white paper, preferably copied from front and back. **Application must be typed or neatly printed.**

Each school may submit a maximum of 10 applications for consideration. The Financial Aid Administrator should go through the application with each applicant prior to the application being completed. In the past, most applications have been ruled "not eligible" due to the student not signing the application form and/or not giving the specific amount they are requesting. Some have left the line blank or listed "any amount" or give a range such as \$100-\$500. **The applicant must indicate the specific dollar amount requested.**

The Financial Aid Administrator should review the completed applications and determine the school's top 10 priorities. 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 Financial Aid Administrator from your school.** Be sure to prioritize the applications **by school – NOT by campus.**

Use of Scholarship Funds

Any scholarships received from the Oklahoma Career Tech Foundation must be used for expenses that *directly relate* to a student attending a technology class. Examples of allowable expenses include: Tuition, books, uniforms, gasoline, conference registration fees, school supplies and childcare. Examples of expenses not allowed include: Clothing, rent and food. If a student attending your school is awarded a scholarship, we will send the check to the school and you will be responsible for allocating the scholarship money to the student on an as-needed basis.

Application Deadlines

Applications must be postmarked on or before *February 1* for the Spring Scholarship deadline and *September 15* for the Fall Scholarship deadline. Applications must be prioritized, completed and signed by the Financial Aid Administrator to be eligible for consideration. **Incomplete or late applications will be returned to the school Superintendent.** It is the school's responsibility to make sure that the Foundation receives your applications. We recommend the applications be sent by "certified" mail to ensure the applications reach our office.

The Oklahoma Career Tech Foundation's Scholarship Committee will meet to vote on the scholarship winners and will notify you of your school's winners. Interested students should apply as early as possible. If additional information is needed, please contact Lisa Eden, Administrator, Oklahoma CareerTech Foundation, at (405) 743-5453 or email leden@okcareertech.org.

**The Foundation for Career and Technology Education, Inc.
Otha Grimes Memorial and Francis Tuttle Memorial
Scholarship Application**

Spring (February 1st)

Fall (September 15th)

Name: _____ SSN: _____
(Print) (Last) (First) (Middle Initial)

Home Address: _____

(City) (State) (Zip)

Phone: _____

Technology Center: _____
Address: _____
(City) (State) (Zip)

Name of Program in which you are enrolled: _____

Date you started in the program: _____

Name of instructor who can document your program endeavors: _____

Define your career objective: _____

What circumstances dictate your financial need for scholarship assistance:

(Over)

Have you applied for or received scholarship(s) or other assistance (such as a Pell Grant)?
 Yes No (If yes, give name of scholarship(s) or other assistance and dollar amount received.)

List educational expenses below:

List financial amounts you have or plan to receive below:

Total amount of scholarship funds you are requesting: \$ _____

NOTE: This application will not be considered unless an amount is indicated.

I hereby certify that the preceding 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 being considered.

Date: _____ **Applicant's Signature:** _____

(For Financial Aid Officer Use Only)

Date: _____ Recommended Local Priority Number of Applicant: _____

Technology Center: _____
Financial Aid Officer's Signature

(If you desire, attach a separate page for additional information or for clarification of any item(s) in your application.)

Otha Grimes/Francis Tuttle Scholarship Application Submission Instruction Checklist

- _____ Accurately complete and submit all required sections of the application in its entirety. Incomplete applications will not be considered.
- _____ Application is signed by applicant and administrator (with priority rating).
- _____ A specific dollar amount was requested.
- _____ Application submitted before Spring deadline of February 1 or Fall deadline of September 15 to:

Lisa Eden
Oklahoma CareerTech Foundation
1500 W. Seventh
Stillwater, Oklahoma 74074