

Otha Grimes/Francis Tuttle Memorial Scholarship

for Adult Career and
Technology Center Students



Eligibility/Application Criteria

This scholarship is available to adult students enrolled in a program at a Career & Technology Center. Applicants must be Oklahoma Residents. Submitted applications must be typed, and should not be a copy of a previously submitted application. Applications must be submitted through a district technology center financial aid administrator to the Oklahoma CareerTech Foundation office.

The designated district's Financial Aid Administrator should review the completed applications and determine a maximum of the district's top 10 priorities to be submitted to the CareerTech Foundation. Determine 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 district Financial Aid Administrator. Be sure to prioritize the applications by district – NOT by campus.

Common reasons applications have been ruled "not eligible" include, but are not limited to, missing signatures by student and Financial Aid Administrator, specific amount requested not included, and missed deadline. Applicants should list only current semester amounts on the application. Incomplete or late applications will not be considered. It is the school's responsibility to make sure that the Foundation receives district applications. It is recommended that the applications be sent by "certified" mail to ensure the applications reach the Foundation office.

Use of Scholarship Funds

Any scholarships received from the Oklahoma Career Tech Foundation must be used for the current semester expenses that *directly relate* to a student attending a technology center class. These scholarship funds are intended for school expenses, but may be released to the student after the bursar balance has been paid for the semester. Examples of expenses include, but are not limited to, tuition; books; uniforms/scrubs; gasoline; conference registration fees; school supplies, and childcare. The school is responsible for ensuring that scholarship funds are applied towards the students' educational expenses as identified in the application. If a student attending your school is awarded a scholarship, we will send the check to the school and the school will be responsible for allocating the scholarship money to the student on an as-needed basis. If the student drops from school, please return the funds to the Foundation.

Application Deadlines

Technology center application packets must be addressed to the CareerTech Foundation, 1500 West Seventh Avenue, Stillwater, OK 74074 and postmarked on or before *February 1* for the Spring Scholarship deadline and *September 15* for the Fall Scholarship deadline. Applicants should contact their Career and Technology Center's Financial Aid Administrator for their due dates.

The Oklahoma Career Tech Foundation's Scholarship Committee will meet to vote on the scholarship winners and will notify you of district recipients. If additional information is needed, please contact Gina Hubbard, Oklahoma CareerTech Foundation, at (405) 743-5167 or email gina.hubbard@careertech.ok.gov.