



Howard Community College
Continuing Education & Workforce Development
Workforce Development Sequence Scholarship Application
Award Year 2021 (July 1, 2020 through June 30, 2021)

Office use only

Application received:

Initials:

Complete the full application; all information will be verified. Incomplete applications will NOT be reviewed. Print the document before signing – electronic signatures are not accepted.

1. Student Information

Social Security Number (Required): _____ Date of Birth: _____

Name: (Last) _____ (First) _____ (M) _____

Address: (Street) _____ Apt/Unit: _____

City: _____ State: _____ Zip: _____ County: _____

Gender: ☐ Male ☐ Female

Home Phone: _____

Cell Phone: _____

Email Address: _____

Are you of Hispanic or Latino origin?

☐ Yes

☐ No

What is your race? *Select one or more.*

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian/Other Pacific Islander

☐ White

2. Student Eligibility Requirements

2a. Submit one of the following as Proof of Citizenship or Eligible Non-Citizen Status.

- U.S. Birth certificate (U.S. or territories)
- U.S. Passport—Current or expired
- U.S. Passport Card
- U.S. Certificate of Naturalization
- U.S. Certificate of Citizenship
- U.S. Consular Report of Birth Abroad (FS-240)
- U.S. Certificate of Birth by Foreign Service (FS-545)
- MD Real ID Compliant Driver's License
- U.S. Permanent Resident/Alien Card (I-551)
- U.S. Alien Registration Receipt Card (I-151)
- U.S. Arrival/Departure Record (I-94)
- U.S. Departure Record (unexpired) (I-94A, endorsed with "processed for I-551")
- Machine readable immigrant visa with unexpired foreign passport (Temporary I-551—valid for one year)

2b. Have you been living at the address above in Maryland for at least 3 months?

☐ Yes ☐ No

2c. If you are not a current resident of Maryland, are you the graduate of a Maryland high school?

☐ Yes ☐ No

If yes, submit an official high school transcript.

2d. Are you an active duty member of the U.S. Military stationed, residing, or domiciled in Maryland?

☐ Yes ☐ No

If yes, submit a copy of your active duty orders or DD214

2e. Are you an employee or a dependent of an HCC employee?

☐ Yes ☐ No

3. Workforce Development Sequence Scholarship Application Status at Other Colleges

Maryland requires that students may receive no more than \$2,000 annually in an award year, for no more than two workforce development sequence programs.

3a. Have you applied for a Maryland Workforce Development Sequence Scholarship at any other Maryland community college? ☐ Yes ☐ No

3b. If your answer in 3a was "Yes" please identify the current status of your application(s): ☐ Pending ☐ Awarded ☐ Denied

3c. If the answer to 3a was "Yes" please identify the college(s) to which you applied for funding.
College(s):

Note: If you exceed the allowed funding amount or number of program awards at HCC and other colleges, you will be financially responsible for all tuition/fees/and associated costs that are not eligible.

4. Workforce Development Sequence Selection

Indicate the eligible workforce development sequence/program for which you wish to apply. You may only apply for one program at a time; do not submit a second application until your first application is awarded.

- | | |
|--|--|
| <input type="checkbox"/> Certified Nursing Assistant (CNA) | <input type="checkbox"/> Medical Insurance Billing |
| <input type="checkbox"/> Early Childhood & Child Care Preschool 90 Hours | <input type="checkbox"/> MRI Technologist |
| <input type="checkbox"/> Health Care Interpreter | <input type="checkbox"/> Ophthalmic Technician Training |
| <input type="checkbox"/> Dental Assisting | <input type="checkbox"/> Pharmacy Technician |
| <input type="checkbox"/> Medical Coding Certification | <input type="checkbox"/> Project Management Professional/Microsoft Project |

Some programs require application and acceptance into the program in order for you to qualify for the Sequence Scholarship. Students may apply for up to two sequences, with a maximum \$2,000 total award for the award year.

5. Important Guidelines

- Students must have a valid social security number and meet at least one of the Maryland residency requirements listed under section 2 above. HCC reserves the right to adjust or cancel your scholarship at any time if it is determined that you do not meet the qualifications.
- The MHEC Workforce Development Sequence Scholarship funds are available on a first come first serve basis. Applying for the scholarship does not guarantee an award. Contingent on the availability to the applicant of other funds, and whether the student has received the award previously. Award prioritized based on the workforce needs of the service area of the college.
- Some programs have additional eligibility requirements; if applicable, students must apply for and be accepted into the requested program to qualify for the Sequence Scholarship.
- Scholarship awards must be used in the award year.
- Scholarship funds can only be used to pay for tuition and fees.
- Students should not expect refunds of unused grant amounts. Scholarship funds not used within three months of being awarded may be cancelled and you will have to reapply.
- Students must keep the college informed of any relevant name, address and phone number changes that will affect our ability to contact you.
- All scholarships are managed and awarded in accordance to the Maryland Higher Education Commission's prescribed guidelines and HCC college policy.
- If you drop any course in the sequence, you will owe the full balance of all courses taken in the sequence.

6. Drug Free Pledge

MHEC Drug Free Pledge Policy:

Based on the Maryland Education Article (§ 18-111), a condition of receiving student financial assistance awarded through the Maryland Higher Education Commission (MHEC), each recipient of State financial aid must sign a statement pledging to remain drug free.

I pledge, as a condition of receiving student financial assistance, to remain drug free while in receipt of my Maryland State awards. Unlawful use of drugs and alcohol may endanger my enrollment in a Maryland College as well as my Maryland financial aid award.

Signature: _____ Date: _____

7. Signature and Acknowledgement

By signing this application, I certify that all of the information provided in the application is true to the best of my knowledge. I understand that Howard Community College reserves the right to adjust or cancel any scholarship awards based on my failure to comply with the guidelines as listed, and I will be financially responsible for any payments accrued as a result of any adjustments.

Signature: _____ Date: _____

Mail or deliver the application with supporting documents to the address below:

Mike Dower, Continuing Education & Workforce Development

Howard Community College
Hickory Ridge Building
10901 Little Patuxent Parkway
Columbia, Maryland 21044

Questions? | noncreditfinaid@howardcc.edu