

PROFESSIONAL & TECHNICAL TRAINING SCHOLARSHIP APPLICATION

Academic Year 2009 – 2010
Rolling Application Deadline

The Professional and Technical Training Scholarship Program provides financial support to individuals with demonstrated financial need who exhibit a strong desire for professional or technical training, and who have the perseverance necessary to complete their training and to accomplish their educational goals.

What We Provide

Professional and Technical Training scholarships range from \$500 to \$5,000 per year for full-time enrollment. Scholarships are adjusted for part-time and part-year enrollment.

Additional support for childcare is available to applicants with children ages 10 and under. Students must complete a separate Child Care Scholarship application to apply for this funding. Contact Marin Education Fund for an application.

Who Can Apply?

Any Marin County resident who will be attending a training program that results in a license or certificate from an accredited or state-approved institution and:

- Enrolls part-time or full-time (as defined by the institution)
 - Pursues a professional or technical certificate or license
- OR-**
- Enrolls in pre-requisite courses in order to be eligible to enroll in an accredited program leading to license or certification.

Professional and Technical Training scholarships are **NOT** available for:

- Programs which the applicant has already completed
- Enrollment in schools located outside the United States
- Applicants who have already attained a Bachelor's Degree
- Academic degree programs or postgraduate work; applicants pursuing a Bachelor's or Associate's degree should contact Marin Education Fund for information on our Undergraduate Scholarship Program.
- Start-up business costs
- Students pursuing basic skills, including English proficiency (eg: ESL, IEP)

Eligibility Criteria

Residency

Applicants must be current residents of Marin County as defined below:

- If you were born AFTER January 1, 1986, your parent(s) or guardian must have been continuous resident(s) of Marin County during the year prior to submission of this application
- If you were born BEFORE January 1, 1986, you must have been a continuous resident of Marin County during the year prior to submission of this application. (If you currently live outside of Marin County for the sole purpose of attending a training program, you meet the residency requirement provided you had one year of continuous residency immediately prior to beginning your studies).
- *Applicants may be asked to submit proof of residency.*

Financial Need

The Scholarship is designed to provide financial assistance to students with significant financial need who have insufficient funds for training and education. **The Scholarship will not meet any student's full financial need.** (ie: The scholarship is intended to cover only a percentage of the educational costs)

Determination of financial need is based on:

- The applicant's family size, household income, family assets, and number of family members attending postsecondary educational or training programs
- The cost of attendance of the program
- Applicants must submit completed application before your program is halfway complete.

Application Procedure

New Applicants

Applicants are considered **NEW** if they have *never* received payment for Marin Education Fund's Professional and Technical Training Scholarship **OR** if they received payment *before the 2006-2007* academic year only.

A complete application for NEW students includes the following:

- Part I completed with no questions left blank
- Part II for New Applicants including personal statement
- Part III completed with no questions left blank
- A copy of applicant's and applicant's parents' (if dependent) or spouse (if married and file separately) 2008 federal tax return
- Part IV read and signed
- School verification form completed by applicant's school
- Optional: a letter of recommendation

Renewing Applicants

Applicants are considered **RENEWING** if they received payment for the Professional and Technical Training Scholarship *during or after* the 2006-2007 academic year.

A complete application for RENEWING students includes the following:

- Part I completed with no questions left blank
- Part II for Renewal Applicants completed with no questions left blank
- Part III completed with no questions left blank
- A copy of applicant's and applicant's parents' (if dependent) or spouse (if married and file separately) 2008 federal tax return
- Part IV read and signed
- School verification form completed by applicant's school
- An official transcript from the school you attended when you last received funding for Marin Education Fund's Professional & Technical Training Scholarship.

All Applicants

We recommend that you make a photocopy of your application for your records, and mail the completed Marin Education Fund Professional and Technical Training Scholarship Application to Marin Education Fund.

Faxed copies of applications will not be accepted. **Incomplete applications will not be accepted.**

Complete applications can be mailed to or dropped off at:

**Marin Education Fund
781 Lincoln Avenue, Suite 140
San Rafael, CA 94901**

How Scholarship Recipients Are Chosen

Marin Education Fund determines scholarship award decisions within 60 days of complete application submission.

New Applicants

Recipients are selected from the pool of applicants who meet all eligibility criteria, demonstrate significant financial need, and – on a competitive basis – by personal statement score.

Renewing Applicants

Renewing applicants must continue to meet all eligibility criteria and demonstrate progress toward their educational goals. This includes maintaining a GPA of 2.0/satisfactory progress and completing the units for which we last funded you as demonstrated through your official transcript.

What's Next?

- Applicants will receive a written scholarship decision at their mailing address within 60 days from the date the complete application was submitted.
- If you are awarded a Marin Education Fund scholarship, you must sign an Award Verification and Acceptance Form in order to receive your scholarship money. Checks will be made payable to you and mailed to your school.
- If your program is six months or less, you will receive the total scholarship amount in a single payment. If your program is longer than six months, you will receive the total scholarship amount in two equal and separate payments; the first after receipt of your signed Award Verification and Acceptance Report and the second approximately halfway through your scholarship period.

Non-discrimination Statement

Marin Education Fund does not unlawfully discriminate on the basis of ethnicity, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation, or any characteristic protected by law.