



Oklahoma State Regents for Higher Education Scholars for Excellence in Child Care (Scholars) Program

Scholars Program
P.O. Box 108850
Oklahoma City, OK 73101-8850

Toll Free: 866.343.3881
Phone: 405.225.9396
www.okhighered.org/scholars



Checklist for Community College Tuition Scholarship Application

- Complete all information requested on the Tuition Scholarship Application
- Read, sign, and date the Informed Consent and Release of Information form
- Read, sign, and date and the Scholarship Agreement
- Provide verification of income:
 - *Teachers and Directors* - a copy of a current check stub indicating gross salary or hourly rate of pay and hours worked
 - *Family Child Care Provider* – complete a Verification of Income form
- Provide verification of applying for the Free Application for Federal Student Aid
 1. Complete the FAFSA application on-line 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.

Tuition Scholarship Application Deadlines

Completed applications must be received by the following dates for consideration for the semester listed:

July 15 – Fall Semester

September 15 – Mid-Fall Semester

December 15 – Spring Semester

February 15 – Mid-Spring Semester

May 15 – Summer Semester

Scholarship Matrix: Family Child Care Provider

	Scholars Program	Child Care Home	Family Child Care Provider
Scholarship*	Tuition & Fees: 70% Books: 100%		Tuition & Fees: 30%
Education	Academic advisement for approved courses for the: <ul style="list-style-type: none"> • CDA Credential • Certificate of Mastery in Child Development • School Age Certificate of Completion • Director's Certificate of Completion • Director's Certificate of Mastery • Associate Degree in Child Development or Early Childhood 	Allow the scholar coordinator to meet with the home provider at the family child care home to better ensure the provider's success in the Scholars program and courses enrolled.	For the first 15 credit hours, enrollment at a community college is limited to**: <ul style="list-style-type: none"> • 6 hours in the fall semester • 6 hours in the spring semester • 3 hours in the summer semester or Early Education: Pathway to CDA coursework at an approved technology center Successfully pass each class***
Commitment	Provide moral support and encouragement of the scholar pursuing their educational goals.		Remain employed in the child care field for at least six months after fulfilling agreement term.

* The Pell grant (or other financial grants, scholarships, student loans) will be applied toward tuition/fees and books before the Scholars Program scholarship.

** During the first 3 semesters enrolled on scholarship, enroll and successfully complete no more than 6 credit hours for the fall semester, 6 credit hours for the spring semester, and 3 credit hours for the summer semester. If enrolling in additional hours, the scholarship is not applicable. After successfully completing three semesters as described (6-6-3 credit hours) can then enroll in courses not to exceed 21 credit hours during each subsequent 12 month period (3 semesters) during future agreement terms.

*** 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 and online at www.okhighered.org/scholars/forms/grade-policy.pdf. Note: The institution grade policy may differ from this. The Scholars program will not pay for a class to be retaken.

Note: REWARD Oklahoma is a program designed to promote quality child care in Oklahoma. By advancing your child care career through higher education you could be eligible for salary supplements from REWARD Oklahoma if eligible. For more information, visit www.cecpd.org or call 888-446-7608.



**Oklahoma State Regents for Higher Education
Scholars for Excellence in Child Care (Scholars) Program**



★ Tuition Scholarship Application ★

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Phone: 405.225.9395
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Which community college do you plan to attend?					
Social Security #: - -		Date you wish to begin: Year _____ <input type="checkbox"/> Fall <input type="checkbox"/> Mid-Fall <input type="checkbox"/> Spring <input type="checkbox"/> Mid-Spring <input type="checkbox"/> Summer		Date of Birth: / /	
Last Name:		First Name:		MI:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Mailing Address:		City:		State:	Zip Code:
County of Residence:		Home Phone: () -		Cell Phone: () -	
E-mail Address:				Driver's License: State issued: Number:	
Credential to Pursue: <input type="checkbox"/> CDA Credential <input type="checkbox"/> Director's Certificate of Completion (Director's & Assistant Director's only) <input type="checkbox"/> Certificate of Mastery <input type="checkbox"/> Director's Certificate of Mastery (through OSU-OKC)(Director's & FCCP's only) <input type="checkbox"/> AA/AS degree in CD/ECE <input type="checkbox"/> AAS degree in CD/ECE Center Mgmt. /Admin. (Director's only)					
Do you foresee the need for services for a documented disability? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please explain:</i>			Ethnic Origin: <input type="checkbox"/> Hispanic <input type="checkbox"/> Black, Non-Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Nonresident Alien <input type="checkbox"/> Bi/Multi Racial <input type="checkbox"/> American Indian or Alaskan Native		
High School Attended: (include city and state)			Year of Last High School Grade Completed:		Highest Education Level Completed:
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 award/renewal date: _____					
Facility Name:		Director's Name:		Work Phone: () -	
Employer's Mailing Address:		City:	State:	Zip Code:	Work Fax Number: () -
Type of Facility: <input type="checkbox"/> Center <input type="checkbox"/> Home	Contract Number:		License Number:		Federal Tax ID Number:
Employment Start Date:	Star Rating: <input type="checkbox"/> 1-star plus <input type="checkbox"/> 2-star <input type="checkbox"/> 3-star		Licensed Capacity:		Total Enrolled:
Job Title: Family Child Care Home <input type="checkbox"/> Family Child Care Home Provider (FCCP) <input type="checkbox"/> Family Child Care Home Provider Assistant			Job Title: Child Care Center <input type="checkbox"/> Director/Owner <i>hours worked with children:</i> _____ <input type="checkbox"/> Director/Employee <input type="checkbox"/> Assistant Director <input type="checkbox"/> Master Teacher <input type="checkbox"/> Teacher <input type="checkbox"/> Assistant Teacher		DHS or Tribal Subsidy Children Enrolled: # _____ %
				Hours Worked per Week:	
				Hourly Wage: \$	

Scholarship Application Checklist

- Child Care Facility Employees:**
- Completed Application
 - Current Check Stub
 - Pell Documentation

- Center Owners:**
- Completed Application
 - Current Check Stub
 - Pell Documentation

- Family Child Care Providers:**
- Completed Application
 - Verification of Income Form
 - Pell Documentation

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

Oklahoma State Regents for Higher Education Scholars for Excellence in Child Care (Scholars) Program

Informed Consent and Release of Information

I, _____ agree to participate in the Scholars for Excellence in Child Care (Scholars) program. I give my permission for all personal information, educational information, assessment, transcripts, class completion information, grades, 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). Such information collected or produced as a result of participation in the Scholars program may be shared with the Oklahoma Department of Human Services (OKDHS) for the purpose of verifying compliance with "Reaching for the Stars" and Child Care Licensing requirements. In addition, student specific information may be utilized by the OKDHS to evaluate the progress and success of students in determining the effectiveness of the initiative.

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 REWARD Oklahoma, Child Care Careers, the Registry, Pathways 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

Date

Scholarship Grade Policy

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.

If a grade of "F" (fail) is received:

- ✓ *The scholar must reimburse the Oklahoma State Regents for Higher Education within one semester.

If a grade of "I" (incomplete) is received:

- ✓ *The scholar must complete the coursework and have the "I" changed to a passing letter grade prior to the end of the following semester.

If a grade of "W" (withdrawal) is received:

- ✓ The time of withdrawal will determine if the scholar must reimburse either the college according to the institutions billing policy or *reimburse the Oklahoma State Regents for Higher Education within one semester.

**Scholars will be invoiced for 70% 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 class to be retaken until the scholar invoice has been paid in full. After receipt of initial invoice, contact the Scholars Program office 866-343-3881 or 405-225-9395 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 notice of scholarship approval has been given or without notifying the Scholar Coordinator of their enrollment prior to the semester starting, then the scholar will be solely responsible for tuition, fees and book charges.

Scholarship Applicant

Date

Scholarship Application Deadlines

°Fall semester: July 15 & September 15 (mid-fall) °Spring semester: December 15 & February 15 (mid-spring)
°Summer Semester: May 15



Oklahoma State Regents for Higher Education
Scholars for Excellence in Child Care (Scholars) Program



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 (OSRHE). 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 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 70% of tuition/fees and 100% of required text books toward CDA courses, a Certificate of Mastery, Director's Certificate of Completion (Directors & Assistant Directors only), associate of science or arts degree in child development or early childhood education (CD/ECE), Director's Certificate of Mastery (through OSU-Oklahoma City - Directors, Assistant Directors, and Family Child Care Home Providers only), 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 during the first 15 credit hours enrolled, and successful completion of no more than 6 credit hours for the fall semester, 6 credit hours for the spring semester, and 3 credit hours for the summer semester (6-6-3 credit hours). Thereafter, the scholarship will pay based on completion of 9-21 credit hours (during subsequent 3-semester periods) for the remainder of the agreement. The scholarshiped credit hours are based on the first credit hours enrolled during the 3-semester periods.

Section II:

I, _____, meet and agree to maintain the following scholarship eligibility requirements:
(Print Name)

- o Employed at a licensed child care facility at least six months before beginning coursework
o Work in a one-star plus or above, OKDHS or tribal-licensed child care facility with a minimum of 10 percent subsidy children at time of my application
o Work as a teacher, family child care provider (caring for children other than my own) or a director working at least 30 hours per week earning \$15.50 or less per hour
o Will be on a child development or early childhood education plan of study
o 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.

3. During the first 15 credit hours enrolled on scholarship, enroll and successfully complete no more than 6 credit hours for the fall semester, 6 credit hours for the spring semester, and 3 credit hours for the summer semester (6-6-3 credit hours). If enrolling in additional hours, the scholarship is forfeited. After successfully completing 15 credit hours as described (6-6-3 credit hours) can then enroll in courses not to exceed 21 credit hours during each subsequent 12 month period (3-semesters) during future agreement terms.

4. **Complete the child development or early childhood education courses leading to a CDA Credential or Certificate of Mastery prior to taking general education courses** for the associate of science or arts degree in CD/ECE. (Exceptions may be granted by the community college scholar coordinator or Scholars program office.) If remedial courses in reading and writing are required they must be taken prior to child development courses.
5. 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.
6. Notify the community college scholar coordinator or Scholars program office of any changes in employment status each semester. If changes are not reported, tuition, fees, and book charges may not be covered by the Scholars program.
7. Submit grades to the community college scholar coordinator or Scholars program office each semester. Payments for the current or next semester are not guaranteed if grades are not received.
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 and online at www.okhighered.org/scholars/forms/grade-policy.pdf. Note: The institution grade policy may differ from this. The Scholars program will not pay for a class to be retaken.
9. Pay the community college 30% of the cost of tuition and fees (if not covered by financial aid awards) in accordance with the institutional policies. This includes late fees if applicable.

This agreement 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 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 from the Oklahoma State Regents for Higher Education.

Child Care Professional/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



Oklahoma State Regents for Higher Education Scholars for Excellence in Child Care

www.okhighered.org/scholars

★ 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) and submit the FAFSA confirmation page with your scholarship application. **First, apply for Federal Student Aid PIN at www.pin.ed.gov.** Then complete the FAFSA at www.fafsa.ed.gov.

In addition to the tuition scholarship, you may also qualify for a Federal Pell Grant, SEOG, and/or OTAG. If awarded, all financial grants, scholarships, and student loans will be applied toward tuition, fees and books before the Scholars program scholarship is applied.

Tuition scholarship applications must include one of the following items:

- 1.) Copy of your FAFSA confirmation page showing “**Current Application Status: Processed Successfully**”. (This could take up to 3 days to process once you apply.)
- 2.) Copy of Financial Aid Award (showing if eligible and eligible amount).
- 3.) Copy of your transcript showing that a bachelor’s degree has been confirmed.
- 4.) Current Student Aid Report (SAR) or letter from Federal Student Aid or the community college financial aid officer stating why you are not eligible for a Pell grant (i.e., defaulted on a student loan, etc.).

Additional Financial Aid Information:

We are here to assist you with academic advisement and your educational costs. In addition to the scholarship, you may receive financial assistance in many different forms:

- **Pell Grants (Pell)** are awarded by the federal government to those students who are found eligible after completing the FAFSA. A Pell Grant is applied directly to your student account and does not have to be repaid.
- **Supplemental Educational Opportunity Grants (SEOG)** are federal grants administered by the college. The SEOG is applied directly to your student account and does not have to be repaid. Students who complete the FAFSA by March 1 and who are eligible for a Pell Grant have first priority for the SEOG. Eligibility is determined by the results of the FAFSA.
- **Oklahoma Tuition Aid Grants (OTAG)** are grants awarded by the State of Oklahoma. Eligibility is determined by the results of the FAFSA and by the OTAG residency requirements. OTAG is applied directly to the student's account and does not have to be repaid. Students must complete and submit the FAFSA by March 1 to be considered for OTAG.
- **Student Loans** (Stafford and Perkins) and **parent loans** (PLUS) are funds provided by the federal government that must be repaid. Scholars are advised not to accept a student loan.

The most important thing for you to do is to complete and submit your FAFSA as soon as possible after January 1. Students are automatically considered for the Pell Grant, SEOG, and OTAG when they complete and submit their FAFSA. 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. Students are encouraged to apply by March 1 at the latest for best consideration. The best plan is to fill out your FAFSA as soon as possible after January 1; however, doing so does not guarantee an award.

Important things to remember:

- Apply for FAFSA online at www.fafsa.ed.gov
- File your FAFSA every year as soon as possible after January 1.
- Respond promptly to all requests for additional information you receive about your FAFSA, your SAR, financial aid, state grants and scholarships, and your application to college.
- Keep a copy of all applications and documents you file.

Semester	Scholarship Application Due By:	Financial Aid Confirmation
Spring	December 15	<ul style="list-style-type: none"> ○ Provide current academic year FAFSA confirmation sheet with the scholarship application. ○ Complete the next FAFSA academic year application as soon as possible after January 1 and for best consideration of grants by March 1.
Summer	April 15	<ul style="list-style-type: none"> ○ Provide both the current academic year & the next academic year FAFSA confirmation sheets with the scholarship application.
Fall	July 15	<ul style="list-style-type: none"> ○ Provide current academic year FAFSA confirmation sheet with the scholarship application. ○ Complete the next FAFSA academic year application as soon as possible after January 1 and for best consideration of grants by March 1.