



# CLASS OF 2019 JOB TRAINING SCHOLARSHIP GUIDELINES FOR GRADUATING SENIORS

## ***Introduction***

The Polk County Community Foundation awards scholarships from more than 45 different scholarship funds. This **Short Form** application is for graduating high school seniors who already know that they wish to pursue job training that will enable them to live, work, and prosper in our community. Scholarships awarded to students submitting this application are limited to job training educational programs that take two years or less to complete.

Separate scholarship applications are available for graduating high school seniors pursuing all types of post-secondary education, such as 4-year degrees, and for adults going back to school. Please refer to the Kirby Handbook of Polk County Area Scholarships, which lists all Foundation scholarships as well as scholarships offered by other local organizations and is updated annually. Please note that many of the Foundation's scholarships have specific donor criteria, which is described in the Kirby Handbook.

## ***Who is eligible?***

- Graduating high school seniors are eligible for scholarships to help with the cost of tuition.
- Students must be residents of Polk County, N.C
- Students who attend Polk County Schools but reside outside of Polk County are not eligible for Polk County Community Foundation scholarships. We encourage students who reside outside of our service area to research scholarship opportunities available to residents of your county.

## ***What types of educational opportunities are funded for graduating high school seniors?***

Job training scholarships are awarded given to students who wish to attend a recognized nonprofit college, technical, professional, vocational or other traditional advanced educational or training institution. Each award has its own criteria set by the donors who created the scholarship funds.

## ***Value of Awards:***

All Foundation awards are a minimum of \$1,000.

## ***Application Deadline:***

- **Tuesday, November 13, 2018 by 11:59 pm.** (*Class of 2019 Graduating High School Seniors*)

## ***Caution:***

We have provided a checklist to help you turn in a complete application by the firm deadline. The first step to receiving an award is following all directions carefully. Regrettably, each year several applications are not considered on their merits because of simple errors or omissions that could have been corrected with a careful review. Please note the opportunity to have your application reviewed and certified as complete and submitted on time by our Director of Grants.

## ***Typed vs. Handwritten Applications:***

We offer the option of completing parts of the application using a computer. Applications handwritten neatly with black ink are equally acceptable.

# SHORT FORM GUIDELINES – For Job Training Scholarships Only

## ***Applications Online:***

An electronic version of this application is available for download on our website, [www.polkccf.org](http://www.polkccf.org). The application is a .pdf file that may be saved and edited on your computer. Save the blank application file to your computer before you begin working on it. You may type answers into most sections of the application and edit your saved responses on your computer at any time.

\*Although you may fill out portions of the application electronically, you must submit a paper copy of your application to the Foundation. It is not possible to complete and submit the application online.\*

Signatures must be handwritten. Print out your completed application, attach all other required materials and submit your application in one complete package before the deadline.

## ***Additional Application Hints and Requirements:***

Please refer to the signature page.

## ***Questions?***

For additional information or help with your unique situation, please contact the Community Foundation at 255 South Trade Street, Tryon, NC, 828-859-5314, extension 226, or by emailing our Director of Grants, Noah Wood at [grants@polkccf.org](mailto:grants@polkccf.org). Office hours are 9:00-4:00, Monday-Thursday and 9:00-12:00 on Fridays. This application is available electronically on the applications page of our website: [www.polkccf.org](http://www.polkccf.org)

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## CHECKLIST

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**Use this checklist as an aid to make sure your application complies with all requirements so you are eligible for an award.**

### **I. Required for the SHORT FORM application (*for job training scholarships*)**

- Submit all application materials together in one **complete packet**.
- Deliver your application to the Community Foundation's office by **11:59 pm** on the date of the deadline. Postmarks will not be accepted as proof of meeting our deadline requirements. Applications will not be accepted by email or fax. If you would like to submit your application early, outside of our normal business hours, we have a drop slot in our front door for your convenience.
- Answer **all required questions** and sign and date the application. Questions that are left blank will result in your application being judged incomplete.
- All required **transcripts**. See transcript guidelines for Graduating High School Seniors and Home School Students. Please ensure that standardized test scores are included with your transcript.

### **II. Required for Home School Students**

- Course of Study Information and Standardized Test Scores. (*See next page*)

## SHORT FORM GUIDELINES – For Job Training Scholarships Only

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### TRANSCRIPTS

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*All transcripts must be official copies certified by the school and enclosed in a sealed envelope from the school.*

**Graduating High School Seniors attending public or private high schools:** You must submit high school transcripts which reflect all of your high school courses and grades to date.

**Polk County High School Students:** You may give the Foundation permission to request your transcript directly from the PCHS Student Services office instead of including it with your application. See the signature page for more details.

**Home School Students:** Submit appropriate documentation to describe your course of study. You must also include the test results of the most recent nationally standardized test or other nationally standardized equivalent measurement that you took to satisfy the annual state requirement. Please contact us with any special circumstances.

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### NOTIFICATION AND PAYMENT OF THE AWARD

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You will be notified in writing of the scholarship decision. If you receive an award, your letter and your Payment Information Form will give you the details about your scholarship.

The Foundation mails payments directly to your school for tuition only. (In limited circumstances, the IRS permits scholarships to be used for certain fees.) You may ask to have the award applied to tuition for your first or second semester or split. Awards may be used for tuition in your first and second year of school, if applicable. We encourage you to work with your school's financial aid office to time the award in a way that maximizes the benefit to you.

Please refer to the Foundation's Dates & Dollars sheet available online and in our offices regarding application deadlines and when scholarship decision information will be available.

We expect to mail our scholarship award decision letters by early April.



**CLASS OF 2019  
JOB TRAINING  
SCHOLARSHIP APPLICATION  
FOR GRADUATING SENIORS**

*Please refer to the guidelines and checklist attached to this application.  
Typing into the electronic form available online or handwriting in black ink copy is best for our review.*

Name \_\_\_\_\_  
Last First Middle (Preferred)

Permanent Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I am a resident of the town/city/community of \_\_\_\_\_ (Town)  
in Polk County and have been since the year \_\_\_\_\_. (Proof of residency may be required.)

My parents/guardians have different addresses:  Yes  No

*If yes, please list all addresses and explain who you live with (use an additional sheet if necessary):*

**Submit applications by Tuesday, November 13, 2018 at 11:59 pm to:**

**POLK COUNTY COMMUNITY FOUNDATION  
255 South Trade St., Tryon, NC 28782**

*If you would like to submit your application early, outside of our normal business hours,  
we have a drop slot in our entrance door available for your convenience.*

# SHORT FORM APPLICATION – For Job Training Scholarships Only

## SIGNATURE & RELEASES:

I certify that all the information in this application is true and complete to the best of my knowledge and that the application is my own work. Signing below indicates that I have read and understand the following:

General Application Requirements: Answer every question, leaving no blanks. Incomplete, incorrectly formatted, late, electronically delivered or faxed applications shall not be considered for funding. All application materials must be submitted together in one package.

Application Format: Some sections of the application require you to fill in blanks by either completing the paper form or the electronic .pdf version available for download on our website. Responses may be saved on the electronic version and printed out to submit with additional materials required by the application. Re-creating forms by re-typing, copying and pasting, etc., causes formatting changes that alter the original application, and make applications more difficult to process; therefore, submitting re-created forms will automatically make your application incomplete.

Application Review: If you wish, you may schedule an appointment well in advance of the deadline with our Director of Grants. During your appointed time, you may ask the Director of Grants to certify that your application has been turned in on time and is complete. The Director of Grants does not have the authority to certify that incoming applications comply with all Foundation policies and IRS mandates. Because any error will prevent your application from being considered, we recommend that you take advantage of this opportunity to have your application reviewed.

- Yes     No    If I receive a scholarship, I give my explicit written consent for the college I enroll in to share FAFSA information with the Polk County Community Foundation in order to maximize the benefit of my scholarship, in accordance with Foundation, school, and other policies.

*This helps the Foundation work with your school to determine the maximum amount of your award that can be used without negatively impacting your financial aid package.*

## **Polk County High School Students Only:**

- Yes     No    I give my explicit written consent for Polk County High School (PCHS) to release my transcript and standardized test scores to the Polk County Community Foundation upon request of the Foundation. I understand that if PCHS does not provide a complete transcript for all years of high school for any reason, the Foundation may require additional transcript information and it is my responsibility to provide the information requested in the timeframe given. My contact information listed in the application is correct and up to date.

*If you mark "Yes" you do not need to include your transcript and standardized test scores now. The Foundation will request and receive them directly from PCHS. If you mark "No" you must include a sealed official transcript with this application. If you check "No" and do not include an official transcript, your application will be incomplete and you will not be considered for a scholarship.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**SHORT FORM APPLICATION – For Job Training Scholarships Only**

Name: \_\_\_\_\_  
Last First Middle (Preferred Name)

**I. HIGH SCHOOL INFORMATION**

Name of high school: \_\_\_\_\_ (if home school, please state.)

Expected graduation date: \_\_\_\_\_ (month/year)

**II. POST-SECONDARY EDUCATION PLANS**

1. What area(s) of study are you interested in exploring?  
*For example, basic law enforcement/criminal justice, building construction, computer engineering/ information technology, cosmetology/esthetics, dental hygiene, nursing (CNA, ADN), welding, etc. (for more examples visit local community college websites, such as isothermal.edu/academics, blueridge.edu/academics, abtech.edu/academicprograms, etc.)*

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*Please note that "Undecided" is an acceptable answer at this point. Please describe your plans as best as you can. We understand that most students graduate from high school without knowing exactly what job will be right for them. If you receive a job training scholarship, you will need to include your program of study, educational goal, and the job you are training for when you request funds be paid to your school. Answering this question may qualify you for an award now, but you will only be allowed to spend the money on tuition at your school once you can inform us of your specific education and job goals. Please contact us with questions.*

# SHORT FORM APPLICATION – For Job Training Scholarships Only

2. What type of job training program are you interested in seeking? *(Please explain on previous page.)*

- Specialized training courses
- Certificate/Diploma
- Associate’s degree (AAS)
- Licensure
- Not sure yet
- Other: \_\_\_\_\_

3. What schools in our local area are you considering? *(Commuting distance from Polk County)*

School	Location	Status <small><i>(plan to apply, applied, enrolled/committed)</i></small>

4. Do you plan to live and work in the Polk County area for the next 10 years?

- Yes     
  No *(please explain below)*     
  Not sure *(please explain below)*
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

5. Do you have a specific job in mind for after you have completed your education?

- No     
  Yes *(please explain below):*
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

6. To learn more about job training options available to me, I plan to do the following:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We strongly encourage students and families to take full advantage of the resources below, which can help make education after high school more affordable.



**My family has or will complete the Free Application for Federal Student Aid (FAFSA).**

Although it is not required for this application, all graduating high school seniors are encouraged to complete the Free Application for Federal Student Aid (FAFSA) form online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Submitting a FAFSA helps millions of students pay for higher education through grants, loans and work-study funds. Colleges require the FAFSA when evaluating financial aid. There is no charge for the FAFSA if you go to the official FAFSA website.

Yes  No



**My family has or will contact Isothermal Community College (ICC) about receiving a Powers Scholarship for my tuition if I attend ICC.**

Residents of Polk County may automatically qualify for a Powers Service Scholarship, which covers your tuition and fees at Isothermal Community College. To learn more visit [www.isothermal.edu/powers](http://www.isothermal.edu/powers) or call 828-395-1438.

Yes  No



**My family has or will explore financial aid resources available from the College Foundation of North Carolina.**

Helps NC families plan, apply, and pay for college. To learn more visit [www.cfnc.org](http://www.cfnc.org) or call 866-866-2362.

Yes  No



**My family has or will explore if we qualify for the Earned Income Tax Credit.**

"The Earned Income Tax Credit, EITC or EIC, is a benefit for working people with low to moderate income. To qualify, you must meet certain requirements and file a tax return, even if you do not owe any tax or are not required to file. EITC reduces the amount of tax you owe and may give you a refund. (source: IRS.gov) To learn more, consult a tax professional, call the IRS at 1-800-829-1040 or visit [www.irs.gov/credits-deductions/individuals/earned-income-tax-credit](http://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit).

Yes  No



**My family has or will contact the financial aid office(s) of my prospective school(s) to ask about financial aid.**

Yes  No