ADULT LEARNER SCHOLARSHIP FUND

**Short-term credential application**

**What is the Adult Learner Scholarship?** This scholarship is for non-traditional students who want to change their life for the better through education and training. The scholarship supports a range of training, including two- and four-year colleges and universities, completing a certificate and other non-degree programs, or attempting a self-directed learning experience with a clear goal.

**Who should apply for a “short-term” award?**

You should complete this application if your program meets the following criteria:

1. Your program lasts one semester or less.
2. At the end of your program you will have a certificate or workplace credential, not a degree.
3. You will not need to renew your award to finish your program.

The short-term award will have a rolling deadline of the 1st of each month. Decisions will be made within three weeks. Please apply at least a month before your program begins.

*Note: applications for programs that last longer than a semester will be deferred until the next long-term application deadline.*

**Who is eligible to apply?**

To be defined as a “non-traditional student,” you must meet ONLY ONE of the following criteria:

* be over the age of 25 or
* work full-time (35 hours/week or more) while being enrolled or
* have dependents other than a spouse or
* be financially independent from parents and/or considered independent for FAFSA purposes or
* did not receive a standard high school diploma (completed with a GED, HiSET, or certificate of completion) or
* have delayed enrollment in college after high school for a reason other than a gap year activity.

You may apply for this scholarship if you are enrolled full-time or part-time. *Important: Unless you are asking for support for a self-directed learning experience, your program must be accredited by a nationally recognized accreditation agency*.

**How much are scholarships and who receives awards?**

The scholarships are up to $1,500, depending on individual need. In 2019, 50% of short-term applicants received awards. When they make decisions, the scholarship committee looks for financial need, preparation to enter the training program, a solid goal and a plan to succeed.

**What preparation is required?**

We know that people who seek out help before entering a training program are more likely to succeed. We strongly recommend preparing for your program by talking with your local Career Center, Maine Educational Opportunity Center, Adult Education center, Finance Authority of Maine College Access counselor, or other workforce advisor. They will help you find the best program for your goals and could help you save time and money.

***If you have any questions about the program, student eligibility, or the application, please contact:***

***Cherie Galyean, Maine Community Foundation, at cgalyean@mainecf.org.***

## Adult Learner Scholarship

Short-term Certificate Application

When possible, please type directly into the form.

1. **Start by sharing your contact information:**

Name:

Mailing address:

Street address or P.O. number

City: State: Zip code:

Phone: Cell: E-mail:

Date of birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Male ( ) Female ( ) Other ( ) Would prefer not to disclose ( )

**Please indicate how you identify yourself (check one):**

* American Indian or Alaskan Native
* Arabic
* Asian
* Black or African American
* Hispanic or Latino
* Native Hawaiian or other Pacific Islander
* White
* Multiracial
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Prefer not to answer

1. **Tell us what you would like to do:**

Where would you like to enroll (name of institution):

City: State:

Have you been accepted already? Yes \_\_\_ No\_\_\_

What is the name of the training program?

What are the dates of the program? Begin date: End date:

Will you be enrolled: Part-time: Full-time:

1. **Tell us about your past education:**

Have you attended college before: Yes \_\_\_ No\_\_\_

If yes, what college(s) and when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you graduated from high school, what year:

If you didn’t graduate, did you complete your GED, HiSET, or alternative diploma?

Yes No Year completed:

1. **What steps you have taken to prepare for your training program?**

What you done to plan for your program (examples could be going to a Career Center, talking with someone at Maine Educational Opportunity Center, or visiting Adult Ed., etc.)?

1. **Tell us a little about your work history.**

Are you currently employed? Yes No

Who is your employer?

What is your position or title?

How long have you worked there?

How many hours per week do you work now? How many hours will you work while in school?

Does your employer provide tuition assistance? Yes No

If yes, please explain:

1. **Please share how you will pay for your training.** *(Note: the Maine Community Foundation cannot pay for past educational efforts.)*

**Use this form below to estimate how much your training will cost and how you will pay for it.** *(Hint: if you have your financial aid letter, use it to help you estimate.)*

Is this program eligible for federal financial aid? Yes No (If yes, please attach a copy of your FAFSA)

|  |  |
| --- | --- |
| What it will cost | |
| Tuition and Fees (base cost of the training) | $ |
| Books and Materials (required equipment, such as tools or uniforms) | $ |
| Transportation (estimate cost of gas to attend training) | $ |
| Child care (if necessary to attend training) | $ |
| **TOTAL** | $ |
| **Please list what funds you have available to pay for this training. (Scholarships, employer tuition support, personal savings, etc.)** | $ |

**Estimate your total monthly household income: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tell us about yourself.** Please share with the Adult Learner Advisory Committee how your life will be different if you pursue this course of study. You may type directly into this document or attach another page.

• What is your goal and why are you pursuing it?

* Why have you chosen this program?

• What challenges do you see ahead? What is your plan to succeed?

• How you will meet the cost of this training program?

1. **Get your transcript.** You should include the most recent transcript available to you. That could be a college transcript (even if you didn’t complete), a high school transcript, GED or HISET scores, a translated transcript from another country, or something similar. Please enclose your transcript with this application.
2. **Get your letter of recommendation.** Please give or send the attached form to someone who is familiar with your plan and can speak to your ability to complete your program. The person writing the letter should submit it directly to the Maine Community Foundation. *Note: this should be a professional reference, and should not be from friends or family members.*
3. **Application checklist.** Please go through this list and make sure you have taken care of all of the required parts.

* **Your contact information:** you gave us a mailing address, phone number and email address that you check frequently.
* **Program information:** you told us what training or program you would like to do and gave us correct contact information.
* **Your past education:** you fully answered the questions about what you’ve done in the past.
* **You talked about your preparation:** you answered questions about your preparation process and gave contact information for the program.
* **You told us about your employment history:** you told us where you are working now and how you plan to work while in school.
* **You filled out the budget:** you estimated your costs and what funds you have available.
* **You told us about yourself:** you wrote a personal statement that answered all of the questions we asked.
* **Your transcript:** you attached your most recent high school transcript, college transcript, or HiSET/GED scores.
* **Your letter of recommendation:** you gave the recommendation form to someone to fill out on your behalf.

**Signature**

It is the responsibility of the applicant to ensure that all of the required items are submitted on or before the application deadline. Incomplete applications will not be processed. Those postmarked after the 1st of each month will be deferred until the next month.

I certify that all information on this form is true and complete to the best of my knowledge.

Signature of Applicant:

**All applications and required information sent separately must be postmarked by the 1st of each month to be considered in that month’s round of applications. Please send to:**

Adult Learner Scholarship

Maine Community Foundation

245 Main Street

Ellsworth, ME 04605

## Adult Learner Scholarship

Recommendation form

|  |
| --- |
| **Attention applicant:** Please fill out this portion of the form to assist the person writing the recommendation. |
| Name of applicant: |

**To the person completing this form:**

The above candidate is applying for an Adult Learner Scholarship at the Maine Community Foundation. This scholarship is for non-traditional students who want to change their life for the better through education and training. It supports a range of training, including two- and four-year colleges and universities, completing a certificate and other non-degree programs, or attempting a self-directed learning experience with a clear goal. When they make decisions, the scholarship committee will be looking for financial need, a solid goal and plan, and a commitment to stay in Maine.  **Please submit completed form via email to: lfickett@mainecf.org.**

Name and title of person completing form

What is your relationship to the applicant?

What are the first words that come to mind when describing this student?

What are the applicant’s strengths?

Please rate the student in the following areas using the scale provided. (1 = weak in this area, 3 = average in this area, 5 = strong in this area)

Ability to make and execute a plan: 1 2 3 4 5

Resilience in overcoming obstacles: 1 2 3 4 5

Seriousness of purpose: 1 2 3 4 5

Potential for succeeding in their program of choice: 1 2 3 4 5

Please share any comments or concerns about this applicant that you think may be of help:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Thank you for your support of the applicant.*