

## C-TEC General and CNC Machining Scholarship Application

**Application Instructions:** please complete this application form on screen and print it for submission. All supporting information must be typed; **no handwritten materials will be accepted.** Form must be completed by applicant (not by office staff or parent or any other person or persons on your behalf). Most scholarships will be awarded for the beginning fall modules (generally starting in August or early September) for Adult Education Full-time Programs; if all scholarship funds are not awarded, then additional start dates will be considered. You may contact Christine Westbrook at [cwestbrook@c-tec.edu](mailto:cwestbrook@c-tec.edu) to find out if funding is still available after July 1. Application material should generally be submitted by July 1 of each year to the Application Review/Selection Committee, but you may still apply later in the year if application dates have been extended – contact Financial Aid at [cwestbrook@c-tec.edu](mailto:cwestbrook@c-tec.edu) for more information. Scholarship availability is based in part on available funds.

Incomplete submissions may be subject to immediate disqualification. Scholarship payments are made directly to the school. A student does not need to be receiving PELL in order to qualify, but PELL funding will be applied before Scholarship funding. Scholarship funding is available based on funding availability and also will be applied only to direct costs for schooling (tuition, books, supplies, student services and credentialing costs). Work Keys testing must be paid for by the student at the time they are taken. Scholarships can be applied later to Work Keys testing for a student refund of the cost.

### Eligibility Requirements for All Applicants

- Be 17 years old by start of program and produce a copy of your high school diploma or GED
- Have a valid driver's license or State of Ohio ID
- Be a citizen of the United States
- Successfully complete ACT WorkKeys tests and meet program specific minimum criteria
- Be a Licking County Resident or a resident of a surrounding county
- Be enrolling in the General and CNC Machining Program

**If you meet the above requirements for your educational situation, please complete the rest of this application form and submit it with ALL required supporting materials according to the instructions on the next page.**

**General and CNC Machining Scholarship Application – page 2**

**Contact Information**

**Your Name and Permanent Address**

**Name of Parent or other Secondary Contact**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Current Enrollment Status (check all that apply)**

- Not presently a student, but plan to enroll in a program this year.
- Current high school student. Your anticipated graduation month & year: \_\_\_\_\_
- Current college, apprentice or trade school student. Your anticipated graduation month & year: \_\_\_\_\_
- Currently Employed. Place of Employment: \_\_\_\_\_ Job: \_\_\_\_\_

**Required Supporting Materials**

**Academic Information**

1. **Transcripts & Cumulative GPA:** Please submit a copy of your high school (if just graduating). These transcript materials should include your cumulative GPA. A GED certification is also acceptable.
2. **Any/all college or apprentice school grade transcripts you may have earned.**
3. **At least one and not more than three Letters of Recommendation from a non-family member. Letters from someone in the field of interest are preferred. Other acceptable sources are a teacher, a community leader of an organization to which you belong, someone where you volunteer or similar organizations, or employers.**
  - Letter is to be on Professional Business Letterhead
  - Letter is to provide contact information
  - Letter is to tell us about you and how long they have known or worked with you.
  - Letter is to tell us why they recommend you for the scholarship (not why they would recommend you for employment)
  - Letter is to tell us why they believe you will be successful because of the scholarship
4. **Personal Statement limited to 2 pages including the following:**
  - Who are you?
  - What is your relevant history?
  - What are your goals?
  - How will this scholarship help you reach your goals?
  - What personal traits do you believe are necessary to be successful in the scholarship educational field?
  - How will you be using the education to give back to the community?
  - Explain your motivation for remaining in Licking County and for employment in Trades.

**A Resume is not an acceptable Personal Statement**

**5. Test Scores:**

**ACT/WorkKeys testing** is done here at C-TEC. Contact us at 364-2333 to set up the testing. You will need to test for:  
Reading for Information  
Applied Math  
Locating Information

The C-TEC Testing charge is \$40 (non-refundable). Your WorkKeys testing is good for 10 years and applicable for the program whether or not you obtain a scholarship.

**Additional Information**

All C-TEC scholarship awards are applied directly to the recipient's C-TEC student account. Scholarship recipients are responsible for any tax liabilities that may apply. Scholarships will only be applied to student enrollment in the General and CNC Machining Program. Refunds for withdrawal will be re-applied to the scholarship fund and are not available for student refunds.

**Questions**

If you have questions about the C-TEC General and CNC Machining Scholarship Program, please contact Christine Westbrook at: [cwestbrook@c-tec.edu](mailto:cwestbrook@c-tec.edu) or at 740-364-2359.