

## C-TEC Women in IT (WIT) 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 at the start date of the **Network Technician (NetTech)**. If no scholarships are awarded, additional start dates will be considered. All application material should be submitted by March 1 and September 1, respectively, of each program start date. Submit completed applications to the Application Review/Selection Committee. Incomplete submissions may be subject to immediate disqualification. Scholarship payments are made directly to the school.

### Eligibility Requirements for All Applicants

- Be 18 years old by start of program and produce a copy of high school diploma or GED
- Have a picture ID
- Be a citizen of the United States
- Successfully complete ACT WorkKeys tests and meet program specific minimum criteria
- Be a Licking County resident

### Program Selection

- Network Technician

*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.*

### Contact Information

#### Your Name and Permanent Address

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

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

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

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

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

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

#### Name of Parent or Secondary Contact (If Applicable)

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

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

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

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

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

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

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

- Current high school student. Your anticipated graduation month & year: \_\_\_\_\_
- Current college, apprentice, or trade school student.  
Anticipated graduation date (month and year): \_\_\_\_\_
- Not presently a student, but plan to enroll in a program this year.
- Currently employed. Place of employment: \_\_\_\_\_  
Job Title: \_\_\_\_\_

### Supporting Materials

#### Academic Information

*If you are not able to submit any of the academic information requested below, you must submit a printed letter of explanation with your application detailing why. (Examples: You graduated several years ago and cannot get your high school transcripts or you never took the SAT or ACT tests, etc.)*

#### 1. Transcripts & Cumulative GPA

Please submit a copy of your high school and any college or apprentice school grade transcripts. These transcript materials should include your cumulative GPA.

#### 2. 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

#### 3. Personal Statement (limited to two pages) to include the following:

- Who are you?
- Are you a Veteran?
- 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 IT 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 IT.

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

## 4. Test Scores

### ACT/WorkKeys Testing

- Reading for Information
- Applied Math
- Locating Information

These three WorkKeys tests are done at C-TEC. Contact us at (740) 364-2333 to set up the testing. 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.

**SAT college entrance exam scores** are not required. If you have them, please provide written documentation of these scores. This can be a photocopy of your official score report or a screenshot printout showing your name, date of test & your test scores.

### 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 C-TEC Network Technician (NetTech) program in which the student enrolls. 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 Women in IT (WIT) Scholarship Program, please contact Christine Westbrook @ [cwestbrook@c-tec.edu](mailto:cwestbrook@c-tec.edu) or at 740-364-2359.