

### INSTRUCTIONS Part-Time Student Scholarship Program

Warren Forest Higher Education Council's scholarships are partial-tuition awards based on merit and need. Scholarships are awarded to students enrolled in courses offered in cooperation with the Council. This scholarship program provides an opportunity for qualifying applicants to develop their skills and abilities through Warren-based opportunities. Preference is given to students who are enrolled in a degree or certificate program. Since these scholarships **do not cover total tuition costs**, students should consult with the school they are attending about payment required at registration.

#### APPLICATION PROCESS

Scholarship applicants must meet the Council's eligibility requirements and must complete the necessary application forms. Applicants must reapply for aid and turn in the application by the deadline established for each term. It is the applicant's responsibility to determine the deadline. Forms are available in the front office of the Council or the website. A scholarship grant for a term is not a commitment by the Council to future funding or to continuing funding at the same level.

#### ELIGIBILITY

For consideration for this scholarship grant, applicants must meet the following criteria:

Applicant must be a resident of Warren County or Forest County attending classes for workforce development skills.

Courses must be offered locally by Warren Forest Higher Education Council or one of the institutions cooperating with the Warren Forest Higher Education Council with the following exceptions:

- If the local course is cancelled because of insufficient enrollment, the grant may be applied toward an equivalent course outside the Warren Forest area for the same term.
- The student has been taking courses through the Council and is unable to fulfill or complete requirements to continue or complete his/her studies locally.

A student must be registered for the course for which he/she is applying for aid at the time the application is submitted. ***Please attach a copy of the registration form.***

***EVERY*** question on the application form must be answered.

Applicants with Adjusted Gross Income (determined by Federal Tax Return) greater than \$35,000 for single, \$65,000 for married filing jointly during the year preceding the application are ineligible.

**FAILURE TO COMPLY WITH ALL ELIGIBILITY REQUIREMENTS  
WILL ELIMINATE AN APPLICATION FROM CONSIDERATION.  
REPAYMENT UPON WITHDRAWAL**

If a student withdraws from a course(s), he/she ***MUST NOTIFY*** the Warren/Forest Higher Education Council and make arrangements for repayment of the grant for that course(s). ***FAILURE TO DO SO WILL DISQUALIFY THE STUDENT FROM FUTURE COUNCIL SCHOLARSHIP AID.***

*All qualified applicants will receive consideration without regard to race, color, religious creed, disability, ancestry, national origin, age, or gender. Direct equal opportunity inquiries to Joan Stitzinger, Executive Director, Warren/Forest Higher Education Council.*