WorkforceDevelopment Sequence Scholarship Application

HARFORD COMMUNITY COLLEGE

401 Thomas Run Road / Bel Air, MD 21015

Name: Last _____ **First** _____ **Middle Initial** _____

Home Address _____
       Number   Street Name   P.O. Box #

City _____ **State** _____ **ZIP** _____   **Gender*:** ☐ Male   ☐ Female

County _____ **Social Security Number*** _____

Preferred Phone _____ **Email Address** _____

Date of Birth* _____   **HCC ID#** _____
       *Required information to process application.   If you do not have a student ID, one will be created at registration.

1. **To be eligible, a student must be a (select one or all that apply):**

☐ **Resident of Maryland**   ☐ **Graduate of a Maryland High School**   ☐ **Active U.S. Military**
   for the past 90 days?   **Name of High School:** _____   Please provide a copy of military ID.
                                  If you are not a MD resident, you must provide a copy of your official high school diploma.

2. **Workforce Development Sequence Scholarship application status at other Colleges**
   - Maryland requires that students may receive no more than $2,000 annually in an award year, for no more than two workforce development sequence programs.
   - Have you applied for a Maryland Workforce Development Sequence Scholarship at any other Maryland Community College? * ☐**Yes** ☐ **No** **If yes, name of college:** _____
   - If you exceed the allowed funding amount or number of program awards at HCC and other colleges, you will be financially responsible for all tuition/fees/and associated costs that are not eligible.

Eligible Workforce Sequences/Workforce Training Certificates (please select a program)

- ☐ A+ Certification (PC Technician Level I & II)
- ☐ Culinary Technician
- ☐ Drone Technology
- ☐ Emergency Medical Technician (EMT) (approved for Military connected educational benefits)
- ☐ Heating Ventilation, Air Conditioning & Refrigeration (HVAC)
- ☐ Heavy Equipment Operations
- ☐ Nursing Assistant (approved for Military connected educational benefits)
- ☐ Nurse Refresher (approved for Military connected educational benefits)
- ☐ Paramedic Program (approved for Military connected educational benefits)
- ☐ Phlebotomy Technician (approved for Military connected educational benefits)

For Office Use Only

Received: _____ Complete Application: _____ Verified: _____

Award Letter sent: _____ Amount of Award: _____

Workforce Development Sequence Scholarship Checklist

The purpose of this checklist is to verify eligibility requirements prescribed by the State of Maryland. In order for a student to receive the Workforce Development Sequence Scholarship, an applicant must submit **one item from category A & C if you are a Maryland resident _OR_ one item from category B & C if you are not a resident of Maryland**. For record keeping purposes, copies of each document must be attached to the student's application. _**Undocumented individuals are not eligible for the Workforce Sequence Scholarship**._

> **A. Documents to prove Maryland State Residency (Provide one document from the list below)**
> _**Applicant must provide a copy of the documentation.**_

- ☐ Valid Maryland Driver's License

- ☐ Residential rental contract (apartment lease or other rental of real property)

- ☐ Mortgage account statement, deed, communication from the State Department of Assessment and Taxation or other proof of home ownership

- ☐ Copy of federal or Maryland income tax return filing

- ☐ Maryland vehicle registration card or title

- ☐ Proof of Active Duty Military and Status.

> **Note**: _In State Residency is granted to Students who reside in Maryland, domiciled in Maryland or stationed in Maryland._

> **B. If you are not a current Maryland resident, you must provide documentation to prove you are a Maryland High School Graduate.** _**Applicant must provide a copy of the documentation.**_

- ☐ You must provide a copy of an official Maryland High School transcript.

> **C. Documents needed to prove that student is lawfully residing in the United States. (Provide one document from the list below)** _**Applicant must provide a copy of the documentation.**_

- ☐ United States Birth Certificate with seal

- ☐ Permanent Resident Card

- ☐ United States Passport or Passport Card

- ☐ Certificate of Naturalization

- ☐ Certificate of Citizenship

- ☐ Proof of Asylum Refugee status: **I-94, I-94A**, or Temporary Form **I-551**

> **Note:** _All citizenship documentation must be unexpired_

Workforce Sequence Scholarships from the Maryland Higher Education Commission (MHEC)

Important Information You Should Know

- Available for specific workforce programs. Current list is included above. List is subject to change at any time.
- Available to MD Residents, graduates of MD high schools, and active duty military residing in MD.
- Funds shall be used for tuition, fees, and associated costs of attendance that have not been met through another grant or scholarship by the State or employer.
- Students may receive up to $2,000 per workforce sequence.
- Students may only complete one workforce sequence at a time.
- Students may not be awarded for more than 1 sequences per award year statewide.
- Funds are available on a first come, first serve basis.
- Students must pledge to remain drug free for the full term of the award.
- Students must provide their Social Security Number.
- Harford Community College reserves the right to adjust or cancel your scholarship at any time if it is determined that you do not meet the qualifications.
- Applying for the scholarship does not guarantee an award.
- Scholarship recipients will be notified by letter upon decision.
- Students should not expect refunds of unused awarded amounts.
- Scholarship funds not used within three months of being awarded may be cancelled and you will have to reapply.
- Students must keep the college informed of any relevant name, address, e-mail and phone number changes that will affect our ability to contact you.
- All scholarships are managed and awarded in accordance to the Maryland Higher Education Commission's prescribed guidelines and Harford Community College policy.

Directions to submit applications: When you are ready to submit your application please email training@harford.edu. In the subject line, please type WDSS application submission. By reply you will receive an email with a link to upload your application and supporting documents. The link will be a safe and secure method for receiving sensitive information.

1. **Drug Free Pledge:**
   I pledge, as a condition of receiving this scholarship, to remain drug free for the full term of the award. Unlawful use of drugs and alcohol may endanger my enrollment in a Maryland College as well as my Workforce Sequence Scholarship. *

   Signature: _____ **Date** _____

1. **Signature & Acknowledgement**
   By signing this application, I certify that all of the information provided in the application is true to the best of my knowledge. I understand that Harford Community College reserves the right to adjust or cancel any scholarship award(s) based on my failure to comply with the guidelines as listed, and I will be financially responsible for any payments accrued as a result of any adjustments. *

   Signature: _____ **Date** _____