



[INFORMATION & DIRECTIONS]

Purpose:

The Adult Career Development (ACD) Tulsa Technology Center – Hardesty Grant Scholarship is designed to help offset the cost of career development education for part-time adult students.

ACD has a limited number of financial aid scholarships which are awarded based on student need, eligibility, and availability of scholarship funds. Awards are based on student need, and at the discretion of the scholarship selection committee. ACD does not make loans to students. ACD does not guarantee any candidate receipt of any form of the scholarship award. ACD does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information in its programs, services, activities and employment.

Categories for Financial Aid:

Awards are a percentage of the cost of tuition, books, and fees for eligible part-time Tulsa Tech classes/programs, up to **\$750.00** per class or a max of **\$3,500.00** per certificate program, based on need.

Payment Disbursement:

Awards will be paid to Tulsa Tech directly. The student is responsible for payment of any tuition or fees not covered by the scholarship award, at time of enrollment.

Deadline:

Scholarship applications must be submitted for each class in a certificate program a minimum of two (2) weeks prior to the start date of the class.

Dropping Prior to Completion of Class:

If a student drops a class, outside of the set refund guidelines and prior to completion, the student will be responsible for the repayment of any tuition and fees covered by the scholarship award.

Successful Completion:

Scholarship recipients must pass a class with a grade of "C" or better to be eligible for future scholarship awards.

To be considered for an ACD TTC scholarship, you must:

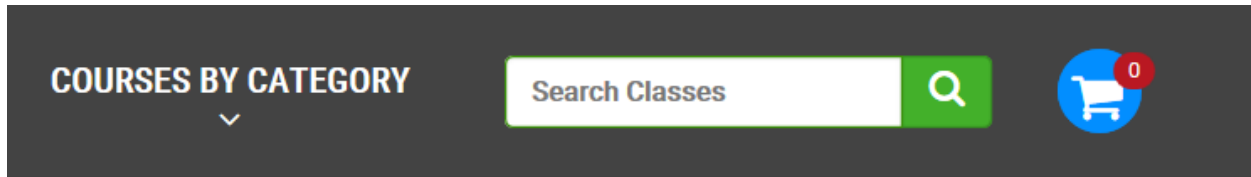
- » Complete the scholarship application in full
- » Complete the Personal Information Questionnaire
- » Create an Online Enrollment Account if you have not been an ACD student since January of 2018 (See directions for creating an online account attached)
- » Include an approximately one-page essay describing your career goals and why this scholarship is important to you
- » Provide documentation of a high school diploma or GED (if applicable to the program)
- » *Agree to a six month and one-year follow-up phone call or email in which you provide education, certification, employment, salary, and other job-related information to a Tulsa Tech representative*

PLEASE ALLOW A MINIMUM OF TWO (2) WEEKS FOR PROCESSING AND REVIEW OF APPLICATIONS.

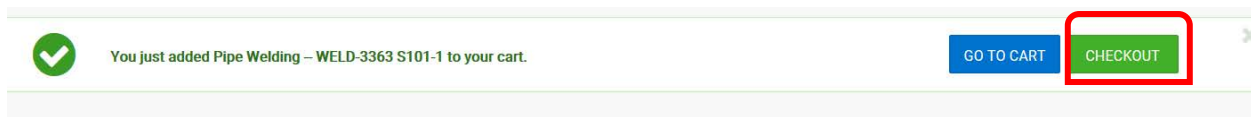
[CREATING AN ONLINE ENROLLMENT ACCOUNT]

Access the Tulsa Tech enrollment website: <http://enroll.tulsatech.edu/>

Use the search feature and select your class by typing in the title. (You are not paying or actually completing registration, but this is required to set up an account).



Select a class to add to your shopping cart by clicking on the shopping cart

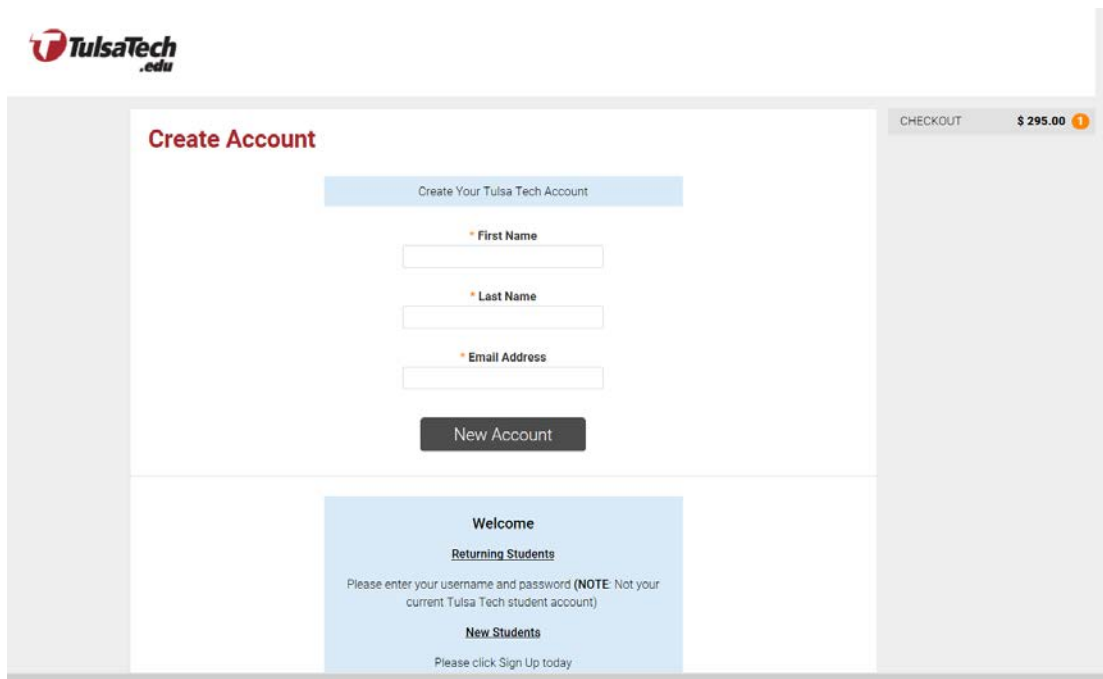


Select the Checkout Icon.

You step through the information to create your account.

NOTE: Do not worry about the checkout amount. You will exit out before you get to the step where you pay.

Please note that you must complete all required fields noted with an *



You will complete the data field with your demographic information (Please note that your birthdate is Day/Month/Year).

You will progress through the screens that you see on the task menu on the right.

The screenshot shows a checkout interface. At the top, it says "CHECKOUT" and "\$ 295.00" with a red circle containing the number "1". Below this is a vertical task menu with the following items: "Your Details" (highlighted in orange), "Personal Data", "Address", "Pipe Welding", "Payment", and "Review". A callout box with a blue border and yellow background points to the "\$ 295.00" and contains the text: "Do not worry about the fee you will not be paying any money."

Please select a password and confirm your password and select a security reminder question.

You will need this later so please select something you will remember

Choose Username & Password

Please create a user account. Your e-mail address populates from the previous form if it has not been used previously. Your password must be a minimum of 6 characters.

* Choose a Username

* Password

* Confirm Password

* Security Reminder Question

* Answer

* Confirm Your Answer

Select Next.

Personal Data

Please provide the following demographic information. For reporting purposes only.

Ethnicity

Race

Previous

[Save & Exit](#)

Next

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Select Next.

Address

Please enter your address details.

Home Address

* **Country**

* **Address**

* **City**

* **State**

* **County**

* **Email**

* **Zip code**

Phone

* **Mobile**

Previous

[Save & Exit](#)

Next

Complete all items with an *. Select Next

Additional Questions

What is your completed Educational Level?

How did you hear about us?

- Billboard
- Course Catalog
- E-mail
- Newspaper
- Radio
- TV
- Word of Mouth
- Website
- None of the Above

Previous [Save & Exit](#) Next

Select the Save and Exit icon, and you then have the opportunity to review and edit your demographic information.

After you have reviewed and edited your information if needed, you then select the **SIGN OUT** icon.

TulsaTech.edu

FINANCE
MESSAGES
CALENDAR

Profile

Profile Page Message

Name: Your Name
Date of Birth: Month/Day/Year
ID Number: 012345

Change Password Edit

Address

Home Address	Phone	Mobile	Email	Edit
P.O. Box 477200 Tulsa, OK 74147		9188285000	your.name@tulsatech.edu	

Mailing Address Edit

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Your Name
Sign Out
CHECKOUT 1

[PERSONAL INFORMATION QUESTIONNAIRE]

Please provide accurate and up-to-date answers to the following questions.
Submission of this application authorizes the scholarship committee to review and verify all provided information. Please answer all questions completely and print legibly, or complete electronically.

NAME: *(Please Print)*

SSN:

First, Middle, Last

1. What is your current employment status:

- Employed Full-time
- Employed Part-time
- Temporary Employment
- Unemployed
- Other _____

2. Marital status:

- Single
- Married
- Divorced
- Separated
- Widowed

3. Highest level of education completed:

- Middle / Jr. High School
- High Diploma or GED
- Technical Diploma or Certification
- Associate's Degree
- Bachelor's Degree
- Graduate Degree

4. Number of people in your household other than yourself:

(Include spouse, dependent children, dependent extended family)

- 0 1 2 3 4 5 6 7
- Other _____

5. What is your total household annual income:

- Less than \$15,000
- \$15,000 - \$20,000
- \$20,001 - \$25,000
- \$25,001 - \$30,000
- \$30,001 - \$35,000
- \$35,001 - \$40,000
- \$40,001 - \$45,000
- \$45,001 - \$50,000
- Above \$50,000 total _____

Date Received: ____/____/____ Time Received: ____:____ AM/PM Received By: _____



2020-2021 SCHOOL YEAR

ACD HARDESTY FOUNDATION SCHOLARSHIP APPLICATION

Please submit your completed application with essay and required documents in person to Tulsa Tech's One-Stop or email to info@tulsatech.edu. Applications must be submitted a minimum of two weeks prior to the class start date. Please print or complete electronically. Be sure to include all required items. Missing documents will not be considered.



Birthdate	Month	Day	Year	Phone #		Cell Phone #	
Last Name					First Name		
Address	Street #			Street Name			Apartment #
	City			State			Zip Code
Email Address							

Check the program/class of interest (Check only one. Please turn in one application per selection.)

<input type="checkbox"/>	Child Development Associate Credential (CDA)	<input type="checkbox"/>	Nurse Refresher
<input type="checkbox"/>	Information Technology	<input type="checkbox"/>	Security Guard (Phase I-V)
<input type="checkbox"/>	Home Inspection Licensing	<input type="checkbox"/>	Industry Specific CE Training
<input type="checkbox"/>	Certified Medication Aide (CMA)	<input type="checkbox"/>	Drafting
<input type="checkbox"/>	Advanced Unlicensed Assistant (AUA)	<input type="checkbox"/>	Manual or CNC Machinist Certificate
<input type="checkbox"/>	Central Service Technician	<input type="checkbox"/>	Computer 3D Modeling (SolidWorks, CATIA, ESPRIT, Feature CAM)
<input type="checkbox"/>	EKG Monitor Tech	<input type="checkbox"/>	Mechatronics
<input type="checkbox"/>	Medical Assisting Certification Training	<input type="checkbox"/>	Welding Certificate Programs
<input type="checkbox"/>	Medical Coding Certification Training	<input type="checkbox"/>	Plumbing Licensing Training
<input type="checkbox"/>	Phlebotomy Technician	<input type="checkbox"/>	HVAC Licensing Training
<input type="checkbox"/>	Pharmacy Technician	<input type="checkbox"/>	Electrical Licensing Training
<input type="checkbox"/>	CNA	<input type="checkbox"/>	

What term do you intend to start classes?	Term	Year	Tuition	\$	Books	\$	Fees	\$
What class are you applying for scholarship	Class Number	Start Date	End Date	Total Cost	\$			

Signature of Release
 I understand that submission of this application authorizes the scholarship committee to review and verify all provided information. I understand that, if awarded a scholarship, I am responsible for paying any non-covered cost at the time of enrollment and if I drop the class, outside of the set refund guidelines, I will be responsible for **full payment of tuition and fees**.
 I agree to provide requested follow-up information 6 & 12 months after completing the class. I give permission to release my name, photo, and scholarship information to sponsors, newspapers, and Tulsa Tech publications and/or website for publicity purposes.

Signature of Applicant		Date	
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ACD Use Only Below this line:

One-page essay included?	Yes	No	Informational questionnaire complete	Yes	No	Awarded Percentage	%
Documentation of high school diploma or GED included?	Yes	No	Total amount of scholarship awarded	\$			