



Montgomery College
Workforce Development & Continuing Education (WD&CE)
2022-2023 Career Path WD&CE Scholarship

APPLICATION

Applications are accepted by mail or hand delivery only between November 28, 2022 to December 14, 2022. Application and all supporting documents must be in one sealed envelope and hand delivered, or mailed with a postmark of December 14th or earlier. If mailed it must be received by Monday December 19th, 2022 at the latest. Late or incomplete applications are not eligible for funding.

*Montgomery College, Attn: Career Path WDCE Scholarship,
 Rockville Campus, WDCE Customer Service, CC220,
 51 Mannakee Street, Rockville, Maryland 20850*

Mail or Hand Deliver to:

Term: Spring 2023

PRINT LEGIBLY

Name: _____

College ID Number: M2_____

Address: _____

Home Phone: _____

Work Phone: _____

Birthdate: _____

Cell Phone: _____

E-mail: _____

Select Career Area (please check one; see FAQs for a complete listing)

- | | | |
|--|---|--|
| <input type="checkbox"/> ACET | <input type="checkbox"/> Electricidad | <input type="checkbox"/> CDL and Safety Programs |
| <input type="checkbox"/> Computer Technology / ITI | <input type="checkbox"/> Early Childhood Education/Child Care | <input type="checkbox"/> Health Sciences |
| <input type="checkbox"/> Hospitality/Event Mgmt | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Management/Supervision |
| <input type="checkbox"/> Technical Education Program | <input type="checkbox"/> Project Management | <input type="checkbox"/> Veterinary Assistant |
| | <input type="checkbox"/> Cosmetology | |

Course Plan List (visit www.montgomerycollege.edu/wdce-career-path-scholarship for list of eligible courses)
Only courses listed on this document are eligible for the scholarship; please include beginning date of class(es).

CRN	Title	Class Begin Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Grant money is awarded for tuition and fees only. Cost of books is not included.

Do you live with your parents? Yes No

Number of people in your household that you, or your parents, support (must appear on 2021 tax return): _____

You must attach the following documents to this application form:

- Your Federal tax return OR Social Service letter verifying income in **2021**
- Letter of Recommendation Form
- Application Checklist
- Residency in Montgomery County, Maryland: You must qualify for In-State Tuition and be a resident of Montgomery County, MD. If not a U.S. Citizen, please provide a copy of Visa documentation.

Desired goal supported by completing course(s):

- | | |
|---|---|
| <input type="checkbox"/> Earn Certificate | <input type="checkbox"/> Enhance Skills |
| <input type="checkbox"/> Gain Employment | <input type="checkbox"/> Learn New Job Skills |
| <input type="checkbox"/> Change Career Path | <input type="checkbox"/> Other, please explain: _____ |

I authorize the Financial Aid Office/Workforce Development & Continuing Education office to release all necessary information (academic/noncredit transcript, tax returns, scholarship application, narrative, etc.) to the Montgomery College Workforce Development & Continuing Education Scholarship Review Committee. I certify that this information is true and accurate. I agree to abide by the Policies and Procedures of Montgomery College.

Signature _____

Date _____

Name: _____

Date: _____

EXPLAIN WHY YOU CHOSE THIS CAREER AREA

Fill in name of career area chosen: _____

Explain your career goal and how the course(s) support(s) the qualifications and/or skills **currently required** for your desired area of employment or specific job. Include why you are prepared for the coursework and information based on your education, employment, or other relevant experience that will help you be successful in the chosen course(s).

EXPERIENCE

List your experience related to employment, volunteer work, and other activities for the last two years.

1. Employment, Volunteer, School and Coursework, Community Organization, Other Activity (*circle one*)

Organization: _____

Dates: _____

Duties: _____

2. Employment, Volunteer, School and Coursework, Community Organization, Other Activity (*circle one*)

Organization: _____

Dates: _____

Duties: _____

3. Employment, Volunteer, School and Coursework, Community Organization, Other Activity (*circle one*)

Organization: _____

Dates: _____

Duties: _____

If necessary, attach an additional sheet.



Letter of Recommendation

Student Information:

Student Name: _____

MC ID Number: M2_____

Career Area: _____

This part is to be completed by the person writing the Recommendation

Information about the person writing the recommendation:

Name: _____

Address: _____

Relationship to Student (check one): Educator/Teacher Employer Job Counselor
 Volunteer Coordinator Other (Please explain) _____

Please explain why the student is prepared to undertake the coursework. State any specific skills, knowledge, work, employment, or background relevant to the area of study:

 Signature of Person Writing Reference

 Date

 Phone Number



Workforce Development & Continuing Education
Career Path Scholarship Spring 2023
Application Checklist

Deadline: Hand delivered by December 14th, 2022, or earlier. If mailed, with a postmark of December 14th or earlier and received by Monday, December 19th, 2022 at the latest.

Check each box as you complete each item. All submitted applications **MUST BE COMPLETE** to be considered. **This checklist must be completed, signed and included in the application package submitted.** Please read through this checklist:

- 1. Have you been a Montgomery County resident for the most recent 3 months? ___ Yes ___ No
 You must be a resident of Montgomery County now, and eligible for in-state tuition rates to be considered. Provide any official (copy) documentation necessary to verify

- 2. Have you taken a class (credit or noncredit) at Montgomery College before or now? ___ Yes ___ No

- 3. Do you currently owe Montgomery College any past due payments of any kind? ___ Yes ___ No
 You must not have any outstanding and unaddressed financial obligations to Montgomery College.

- 4. Are you currently employed? ___ Yes ___ No If Yes, annual income (estimate) \$_____. Number of members currently in your household is: _____

- 5. Financial Information included: a copy of tax return for most recent tax year ended (if claimed on a tax return as a dependent, must include a copy of this return in package), and/or social service letter verifying financial status/income. A change in financial status from recent tax year must be documented. No personal note will be accepted as verification of financial status/income. All documents must be from an official agency.

- 6. I have read ALL the instructions and the FAQs. <https://www.montgomerycollege.edu/wdce-career-path-scholarship>

- 7. Applications received by any mail service after Monday December 19th will be considered late even if postmarked by December 14, 2022. The College is not responsible for any documents that do not get delivered for whatever reason by any mail service. Do not mail applications using a mail delivery service requiring verification of receipt and/or signature by a College staff member. College offices do NOT have staff available to do so. No emailed applications will be accepted due to the confidential content of the information required to be submitted. This is for the security of the applicant’s information

- 8. Completed all four pages of the application, and included copies of required documents. I understand late or incomplete applications will not be eligible for funding. **All four pages of the application, plus any required documentation must be returned in one envelope via MAIL or HAND DELIVERED by the posted deadline to:**
 Montgomery College,
 Attn: Career Path WD&CE Scholarship,
 Rockville Campus, WDCE Customer Service, CC220,
 51 Mannakee Street, Rockville, Maryland 20850

I certify that I have read all the information listed above, and completed each section as indicated by checkmarks.

Signature _____ Date _____ Print

Name _____

Application Deadline: December 14, 2022 or earlier, if mailed received by mail by Dec. 19th at the latest.