

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

Eligible Workforce Sequences/Workforce Training Certificates

- CDL B
- Construction Equipment Operator
- Office Associate
- Home Care Provider
- Nurse Refresher
- Personal Trainer
- Real Estate
- Vet Assistant
- Child Care Group Leader (Pre-School)
- Child Care Group Leader (School Age)

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 2 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.
- If you have suspended financial aid or a Financial Hold on your student account, contact the Hagerstown Community College Financial Aid Office.
- Hagerstown 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 email upon decision.
- Students should not expect refunds of unused grant 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 Hagerstown Community College policy.

Please complete the application form and provide required documentation to have your application reviewed and considered for a scholarship award.

Send completed application to:

**Kellie Koons
Hagerstown Community College
Career Programs Building, room 221
11400 Robinwood Dr
Hagerstown, Maryland 21740**

For additional information please contact Kellie Koons at kakoons@hagerstowncc.edu or 240-500-2275.

Workforce Development Sequence Scholarship Application

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* _____ **Required information to process application.*

1. **Ethnicity*: Part 1: Hispanic or Latino origin** ___ Yes (HIS) ___ No (NHIS).
Part 2: If you are not Hispanic or Latino, please select one or more of the following groups which most closely represents you*: Race: ___ American Indian or Alaska Native (AN) ___ Asian (AS)
___ Black or African American (BL) ___ Native Hawaiian or other Pacific Islander (HP) ___ White (WH)

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

Resident of Maryland for the past 90 days? Graduate of a Maryland High School Active U.S. Military
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.

- **Workforce Development Sequence Scholarship application status**
- 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: _____
- Are you receiving any financial aid for Academic/ Credit/ Degree programs at Hagerstown Community College
 Yes No Unsure

3. **Workforce Development Sequence Selection**

Please indicate the eligible workforce development sequence/program you wish to apply for:*

- CDL B
- Construction Equipment Operator
- Office Associate
- Home Care Provider
- Nurse Refresher
- Personal Trainer
- Real Estate
- Vet Assistant
- Child Care Group Leader (Pre-School)
- Child Care Group Leader (School Age)

4. It is my intent to complete this Workforce Development Sequence Program

Signature: _____ **Date** _____

5. Drug Free Pledge:

I pledge, as a condition of receiving student financial assistance, 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 Maryland financial aid award.*

Signature: _____ **Date** _____

6. 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 Hagerstown Community College reserves the right to modify or cancel any scholarship award(s) based on my failure to comply with the guidelines as listed.

I understand that this funding is tentative and pending approval of all requirement. If the scholarship is denied for any reason, I understand I will be financially responsible for the payment of this program and courses.

Signature: _____ **Date** _____

For HCC Office use only

Program Name _____

Course number _____ Term _____ Amount awarded _____

Course number _____ Term _____ Amount awarded _____

Course number _____ Term _____ Amount awarded _____

Course number _____ Term _____ Amount awarded _____

Program Manager Approval _____

Date Sent to Financial Aid _____

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 if you are a Maryland resident OR one item from category B if you are not a resident of Maryland; and one item from category C.** 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. Staff cannot make copies.

- 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. Staff cannot make copies.

- You must provide a copy of your Maryland High School Diploma.

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. Staff cannot make copies.

- United States Birth Certificate
- Maryland Enhanced Driver's License or Identification Card (***Enhanced Driver's License includes a Star on the top right corner***)
- 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*