Non-Profit Agency Scholarship
Application Checklist

If you are a permanent employee of a non-profit agency in Washtenaw County you may apply for the Washtenaw Community College Non-Profit Agency Scholarship, which will provide payment for the tuition[1] of agency and WCC approved Economic, Community & College Development non-credit classes, applicable to your position at the agency.

You must complete all items on this checklist to successfully apply for the scholarship. Submit an application for each semester for each class you attend.

☐ Work for a non-profit agency in a permanent position within Washtenaw County and the class(es) requested must be applicable to your position at the agency.

☐ Submit the Non-Profit Agency Scholarship application (complete with supervisor approved class(es) and signature) 10 business days before start of class (**Note: *Online classes are not eligible for this scholarship***). Please Include the following:

    ☐ A copy of your agency's 501(c)3 documentation

    ☐ A job description of your current position within the non-profit agency

☐ You must attend all class sessions and complete all class requirements. ***If the class is not successfully completed, you or your agency may be billed for the full tuition and/or have your scholarship discontinued.***

Submit documents to:
Eric Penrose, Operations Specialist
Washtenaw Community College
Economic, Community & College Development
Morris Lawrence Building, ML 104
4800 E. Huron River Drive
Ann Arbor, MI 48105

Final approval of eligible classes is reserved by WCC. We will notify you of your application status within 10 business days after receipt.
Program requirements are reviewed periodically and are subject to change without notice.

[1]*Non-Profit Agency Scholarship pays for the cost of <u>tuition</u> only - it does not cover additional fees that may be attached to the approved course(s).*

Washtenaw Community College

ECONOMIC, COMMUNITY AND COLLEGE DEVELOPMENT

Non-Profit Agency Scholarship Application

Guidelines

If you are a permanent employee of a non-profit agency in Washtenaw County (permanent position) you may apply for the Washtenaw Community College Non-Profit Agency Scholarship, which will pay the tuition (only) of selected non-credit classes applicable to the student's position at the agency. Online classes are not eligible for this scholarship.

Please complete this application and submit, along with a copy of your agency's 501(c)3 documentation and a description of your current position, no later than 10 business days before the start of your first class. Once approved, this scholarship can be used for all agency approved classes for the approved semester. **NOTE: This application must be approved BEFORE registering for your class. This scholarship does not renew - a new application must be submitted for each semester you wish to apply.**

Student Information

NAME_____

ADDRESS_____

PHONE_____ EMAIL_____

JOB TITLE_____

I am applying for the Non-Profit Agency Scholarship. I understand that I must successfully complete and attend all sessions of my classes to remain eligible for this scholarship. If not, WCC may bill myself or my agency for the full tuition and/or discontinue my use of this scholarship. **I understand that the final approval of eligible classes is reserved by Washtenaw Community College.**

STUDENT SIGNATURE_____ **DATE**_____

Employer Authorization

AGENCY NAME _____

AUTHORIZING SUPERVISOR NAME _____

AGENCY ADDRESS _____

PHONE _____ EMAIL _____

APPROVED CLASS(ES): _____

_____

_____

We authorize Washtenaw Community College to bill us/and or discontinue use of this scholarship for the above student for the corresponding semester if the student does not successfully complete and attend all sessions of the approved classes listed above. Approved costs include tuition only. The classes listed above are applicable to the position held by the student at our agency. **We understand that the final approval of eligible classes is reserved by Washtenaw Community College.**

AUTHORIZED SIGNATURE_____ **DATE**_____

> **Submit completed application, job description, and 501(c)3 documentation _by mail or in-person_ to:**
> Eric Penrose, Operations Specialist - Economic , Community & College Development
> Washtenaw Community College-ML 104, 4800 E. Huron River Drive, Ann Arbor, MI 48106-1610

WCC USE ONLY: Semester: _____ Approved: Yes No Reviewed By:_____

Comments:

_____