

Application Instructions

Please complete the attached application packet to apply for the ELC Brevard Higher Learning Stipend Program. Complete application packets must be submitted no later than Thursday, May 19, 2012 for the Summer B Term. Late applications will not be accepted.

Requirements

- Must be a teacher or Director currently employed for at least six months with an Early Learning Coalition of Brevard contracted School Readiness or Voluntary Pre-kindergarten program.
- A 2.5 GPA from high school (if no previous college courses) or college is the minimum.
- For college students, a declared major in an Early Childhood Education program (AS, AA, AAS, BA, or BS degree) or pursuing the Florida Child Care Professional Certificate (FCCPC).
- Once enrolled, student must maintain a cumulative 2.5 or higher GPA to continue eligibility.

Guidelines:

- Applicant is responsible to pay for tuition/books by the institution established deadline. Approved stipends will be awarded after course completion and submission of complete reimbursement documentation.
- No general education or prep courses are paid through this program. Limited to courses for the FCCPC or Early Childhood Education courses for an AA, AS, AAS, BA, or BS degree.
- Stipend can be applied to tuition or books.
- Must receive a C or better to be eligible for reimbursement.
- The stipend program operates on a first come first served basis each semester. Meeting deadline requirements will greatly improve your chance of being first in line. The amount of the stipend awarded will be dependent upon the number of qualified applications received and number of courses submitted for reimbursement.

Application Process:

- Complete application
- Complete essay question
- Complete employment information including Director signature
- Three letters of recommendation (2 professional recommendations from different companies and 1 personal). Each letter should be dated within 90 days, written on letterhead, if applicable, and include the name, title, and contact information for the person providing the recommendation. Form letters are not accepted.
- Send application and supporting documentation to:
Early Learning Coalition of Brevard County
Attention: Gina Hollywood
P.O. Box 560692
Rockledge, FL 32956-0692
- Letter of approval/denial will be sent to the applicant from the Early Learning Coalition of Brevard County within 30 days of receipt of the application

Reimbursement Process:

- Submit your transcript and books receipt along with a completed W-9 and the ELC Brevard Higher Learning Program Stipend Request Form within 7 working days of the final day of the term for reimbursement.
- Reimbursement will be made within 30 days upon receipt of a complete reimbursement request package.

We look forward to receiving your application.

Essay Question

In the space provided, please tell us about your professional goals as related to your Early Childhood Education career and how this funding will assist you in achieving your goals.

Employment Information

Name of Provider: _____

P.O. Box / Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone # () _____ Fax # () _____

Director's Name: _____

Which programs are offered by the Provider where you are employed?

- School Readiness services Voluntary Pre-kindergarten Both

What is your job title? _____

What was your date of hire? _____

Director's Signature: _____ Date: _____

VERY IMPORTANT - READ AND SIGN BELOW

I _____, understand that my applying for the ELC Higher Learning Stipend Program does in no way guarantee that I will receive the funds upon course completion. I understand that any other scholarship or financial aid funds will be applied towards my tuition before this scholarship will be applied. If my application is incomplete or incorrectly filled out, it will be returned to me and will need to be resubmitted. I understand that I will need to reapply for this program before the beginning of each semester. I affirm that the information submitted on this application form is both true and accurate. I understand that the ELC Higher Learning Stipend Program only covers the cost of tuition and books.

Signature of Applicant

Date