

**Delaware Technical Community College
Workforce Development and Community Education
Scholarship Model**

Scholarship funds may be available to non-degree seeking Delaware Tech students pursuing certificate training in Workforce Development and Community Education Division at each of our campuses/locations. .

I. Application and Documentation

All applicants who are unemployed or under employed (as defined by Department of Labor) are encouraged to contact the Department of Labor to apply for funding through the Workforce Investment Opportunity Act (WIOA). Those applicants who are not awarded funding through the Department of Labor are encouraged to apply for the Delaware Tech scholarship.

The attached application is required for the upcoming cycle/term application process. A completed W-2 form from last year is recommended; however, any documents below will substantiate household income.

- W-2 from last tax year
- Last 2 pay stubs
- AFDC payment stub
- Child Support Documentation
- Unemployment check stubs
- Retirement/Pension income
- Social Security or disability income

Scholarships are need-based to Delaware Tech students who meet other programmatic criteria. Minimum academic levels as determined by the TABE assessment must be met in order to be accepted into the program. Other minimum criteria may include successful passing of drug screening and/or background checks.

II. Award Structure & Guidelines

- The Workforce Development scholarship guidelines will follow the 300% Federal Poverty Level to determine eligibility. Applicants will be required to demonstrate their eligibility as outlined in the application by producing official documentation.
- The awards for scholarships are up to 50% of program costs with a minimum tuition of \$249. Final awards are at the discretion of the scholarship

committee. Awards are based on the availability of scholarship funds for any particular academic year.

- All awards are partial and the recipient is responsible for paying the balance due within one week prior to the start of the program.
- Applicants meeting the outlined criteria will be reviewed by a scholarship committee and will be awarded if
 - Seat availability exists in the program for scholarship recipients
 - Student is accepted into the program

III. Scholarship Committee

A Scholarship Committee will be convened to review applicants and make recommendations for scholarship awards. The Scholarship Committee will be comprised of representatives from the following departments:

- Committee Chair: Workforce Development Representative
- Financial Aid Representative
- Business Office Representative
- Student Services Representative

Scholarship application deadlines: **TBD each semester**

The scholarship committee will meet to review applications and make a recommendation for scholarship awards.

IV. Awards Notification

All applicants will be notified of the disposition of their application via letter, and awardees will also be contacted via email or telephone.