

Application for Early Childhood Education Tuition Assistance

Community College System of New Hampshire

Phone: 1-800-247-3420 <http://www.ccsnh.edu/ece>

Please mail signed original to: CCSNH System Grants Office, 26 College Dr., Concord, NH 03301

Important Instructions: Please fill out the application completely. It is important not to abbreviate any information. Incomplete applications cannot be processed. To ensure accuracy please fill out and mail your own application.

*****Only Neatly Completed Applications Will be Accepted*****

Full Name _____ Student ID# or Social Security# _____

Mailing Address _____

Street/PO Box _____ City _____ State _____ Zip _____

*If you are not listed as a resident where you receive your mail please indicate who it should be mailed in care of.

Home/Cell Phone (____) _____ - _____ Email _____

Employment in a Licensed New Hampshire Early Childhood Setting Required:

1. Program Name _____ Program Director/Owner Name: _____

Street _____ City _____ State _____ Zip _____ Phone _____

2. Position: Child Care Asst. Asst. Teacher Lead Teacher Director Ages of Children Served: Infant/Toddler. 2-3yrs. 4-5yrs.

License # _____ # Hours Worked /Week*: _____ Director's Verifying Signature: _____

*A minimum of 25 hours/week required for child care teachers; 30 hours/week required for directors.

Application History Information:

3. Is this your first Early Childhood course at any college? Yes or No (Please Note Details)

- Name most recent ECE college-level course completed: _____

4. Total number of ECE courses completed: _____

- Have you previously received an award through this program? Yes OR No

5. Circle current level of ECE Credential obtained through the Child Development Bureau.

*Information available at this link: <http://www.dhhs.nh.gov/dcyf/cdb/profdev.htm>

Family Child Care Early Childhood Teacher EC Master Teacher EC Administrator NONE

6. How did you find out about the ECE Tuition Assistance Program? CCSNH System ___ Employer ___ Other _____

Tuition Assistance Course Information:

7. It is **important** that you **complete** all the information about the ECE course that you will register for.

Course Title: _____ Course #: _____ Course Registration #: _____

College: GBCC LRCC NHTI MCC NCC RVCC WMCC Term: Fall Spring Summer _____ (year)

⇒I understand I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated For ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance.

⇒I understand that continued employment within a licensed NH Early Childhood setting is required for at least 3 months following the completion of this course if an award is made.

⇒I understand that if I receive other financial assistance covering the tuition costs for this class that this award amount may be modified.

⇒If any information is falsified any money rewarded will be rescinded and the individual will be responsible for repayment.

Student Signature: _____ Date _____

For Office Use Only: Amount of award: _____ Full Tuition _____ Half Tuition \$ _____

Approved by: _____ Date: _____ CRN: _____

APPLICATION PROCESS

Step I: In order to be eligible for an ECE Tuition Assistance award, **you must:**

1. Be **employed** either full or part time in a licensed NH child care center or family child care program with children 6 weeks to 5 years of age. **Child care teachers must work a minimum of 25 hours per week to be eligible for assistance. Directors seeking assistance must be working a minimum of 30 hours per week to be eligible.**
2. Be taking an ECE course taught by faculty possessing a NH Early Childhood Master Professional Credential, with Faculty Endorsement. (non-ECE courses are not eligible for awards, even if they are required to complete your degree.)
3. **Apply each semester** to be considered for this assistance. Applicants may receive 1 award for 1 course per semester.

Step II: Apply for an award by filling out the application **completely**. If all the information is not complete, processing of your application will be delayed.

Please be sure you have checked the boxes and empty blanks indicating the following information.

- **Provide a complete mailing address** for correspondence concerning assistance.
- **Providing your email address:** needed for quick communication and distribution of our survey.
- **Provide name of licensed ECE program where you are employed, license number and number of hours worked per week.**
- **Director signature required to verify your employment, license number and number of hours worked weekly.**
- Is this your first Early Childhood Education course at any college?
- How many ECE courses have you completed?
- Have you received previous ECE Tuition Assistance awards?
- **Indicate your current ECE Credential level** through the *NH Early Childhood Professional Development System*. Please review the application process at: <http://www.dhhs.nh.gov/dcyf/cdb/profdev.htm>
- **Provide required course information** about the course you plan to take and where and when you plan to register.
- **Sign your application to show acceptance of terms for receiving ECE Tuition Assistance.**

Step III: Mail your completed application to the address listed on the front (at the top of the page).

If you choose to fax your application (603-271-2725), **you must mail the original to the address at the top of the application.** An award will not be granted without your original application, including required signatures, on file.

Awards are provided as follows to eligible candidates:

- 100% tuition available for student's taking their **first introductory level ECE course**. Additional full tuition awards are allowed for specific courses including **Infant & Toddler Development** and **Early Childhood Special Needs**.
- Other ECE courses are eligible for 50% tuition assistance awards.
- Students are responsible for all other expenses, including required books and college fees.
- Be sure to check with your college's **Financial Aid office** to see what other funds may be available to help offset your educational costs. **Please note that if you receive other financial assistance covering the tuition costs for this class, your award amount may be modified.**

Step IV: Applications will be processed, in the order received, **beginning** up to 6 weeks prior to the start of the semester and **ending** either at the end of the drop/add period for the semester or when budgeted funds are spent.

Step V: Awards are made after processing of applications. Award letters are sent to eligible individuals as long as budgeted funds are available.

Award letters indicate award amount to be applied to a specific course. After receiving your letter, it is **important** that you register (or verify your registration status) and confirm your payment arrangements with your college's Bursar's office. Awards are not automatically transferrable to other courses or alternative sections of the same course. Students must formally request changes to their award.

By accepting funds through this program you are making a commitment to satisfactorily complete the course for which you receive tuition assistance. You are also obligated to maintain your employment within the field of early care and education in New Hampshire for 3 months after the completion of the course. If any information is falsified, any money rewarded will be rescinded and the individual will be responsible for repayment.

If you have any **questions** about this application or the ECE Tuition Assistance Program, **please** call either the Early Childhood Education Coordinator on your college or contact Teri Laflamme, CCSNH ECE Tuition Assistance Coordinator, at 230-3531, 1-800-247-3420 or tlaflamme@ccsnh.edu.