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| **A picture containing text  Description automatically generated** | **Otha Grimes/Francis Tuttle Memorial Scholarship****for Adult Career and Technology Center Students** |

**Application Worksheet**

**Instructions:** This document is a form-fillable Word file. You may fill it out using your computer by clicking in the space provided to type your responses. If necessary, you may print it and fill it out by hand.

**Note:** The asterisk next to question numbers on the online form (**\***) designates a required field in the online form. You must fill in all fields.

**IMPORTANT:**

* **Complete this worksheet before beginning the online application. Writing your responses on this form ahead of time will help ensure the online form does not time out before you submit it.**
* When completing the online application, you may save your answers and return later, but your application will not be received until you click the Submit button.
* You cannot change your answers after you click the Submit button on the online form.
* Contact your technology center’s financial aid administrator if you have questions about how to complete this worksheet or how to submit the online application form.
* This scholarship is available only to Oklahoma residents.

**1\*** Your first name:

Click here to enter text.

**2\*** Your last name:

 Click here to enter text.

**3\*** Last four digits of your Social Security Number:

 Click here to enter text.

**4\*** Home/street address:

 Click here to enter text.

**5\*** City:

 Click here to enter text.

**6\*** State abbreviation: (example: OK for Oklahoma)

 Click here to enter text.

**7\*** 5-digit ZIP code:

 Click here to enter text.

**8\*** Your primary phone number with area code (example: 405-555-1234):

 Click here to enter text.

**9\*** Name of your technology center (including campus, if applicable):

 Click here to enter text.

**10\*** Are you an in-district student or out-of-district student? (Click to select In-district or Out-of-district from the dropdown menu.)

Choose an answer from the dropdown list.

**11\*** CareerTech program in which you are enrolled:

Click here to enter text.

**12\*** Month and year that you started in the program (examples: MM/YYYY or 05/2021):

 Click here to enter text.

**13\*** Give the first and last name of an instructor who can attest to your progress in the program:

 Click here to enter text.

**14\*** In no more than 300 characters (including spaces), briefly state your career objective: **(IMPORTANT—Limit your response to no more than 300 characters, including spaces.)**

The examples below illustrate responses that fit within the limit of 300 characters, including spaces:

**EXAMPLES:**

* *I would like to become an ER nurse at a hospital.*
* *My short-term goal is to earn Firefighter I national certification and become a paid firefighter at a local station. However, long-term, I plan to finish a bachelor’s degree in Fire Safety Engineering at Oklahoma State University and become a fire safety engineer at an industrial plant or refinery.*

Click here to enter text (NO MORE THAN 300 CHARACTERS).

**15\*** In no more than 300 characters (including spaces), briefly describe the circumstances that dictate your financial need for scholarship assistance: **(IMPORTANT—Limit your response to no more than 300 characters, including spaces.)**

The examples below illustrate responses that fit within the limit of 300 characters, including spaces:

**EXAMPLES:**

* *I pay all my own living, transportation, and school expenses. I lost my job for 8 weeks during COVID, and I have found it challenging to pay for school expenses since then.*

* *My wife recently experienced a bad fall at our home and will require multiple surgeries. She will be unable to work or care for our children during her recovery. The scholarship will cover my tech center tuition, personal gear such as gloves and boots, and the cost of daycare for our two children.*

 Click here to enter text (NO MORE THAN 300 CHARACTERS).

**16\*** List all education-related **EXPENSES** by specifying the item and cost of each item for the current semester rounded to the nearest dollar (suggested examples include, but are not limited to, tuition, books, uniforms/scrubs, gasoline, conference registration fees, school supplies, and childcare):

 Click here to enter text.

**17\*** Total dollar amount of **EXPENSES** listed in Item 16: **(IMPORTANT: You must enter an amount using numbers only. Do not use a dollar sign, decimal, or comma. Round the total to the nearest dollar.)**

 *Note: The online form cautions, “Do not use thousands separators,” which means to leave out commas in numbers 1000 or larger.*

 Click here to enter text.

**18\*** List all financial **SUPPORT** you have or plan to receive this semester to assist with the cost of attending classes (for example, local or Federal grants or other scholarships). Specify the source and the amount rounded to the nearest dollar:

 Click here to enter text.

**19\*** Total dollar amount of financial **SUPPORT** listed in Item 18: **(IMPORTANT: You must enter an amount using numbers only. Do not use a dollar sign, decimal, or comma. Round the total to the nearest dollar.)**

*Note: The online form cautions, “Do not use thousands separators,” which means to leave out commas in numbers 1000 or larger.*

 Click here to enter text.

**20\*** Dollar amount requested: Take the **EXPENSES** in item 17 and subtract the **SUPPORT** listed in item 19 to determine the total amount of scholarship funds you are requesting **(EXPENSES – SUPPORT = AMOUNT REQUESTED)**:

**IMPORTANT:** You must enter an amount using numbers only. Do not use dollar signs, decimals, or commas.

**IMPORTANT:** Entering a zero ("0") will disqualify your application for a scholarship.

*Note: The online form cautions, “Do not use thousands separators,” which means to leave out commas in numbers 1000 or larger.*

Click here to enter text.

**21\*** Type in your first and last name to electronically sign this application:

 Click here to enter text.

**22\*** Today's date (the date you are submitting this online form):

 Click to enter a date or click the Today button.

**23\*** I hereby certify that the above information is correct to the best of my knowledge, and that I am at least 18 years of age. I understand that incomplete or incorrect information may result in the disqualification of my application. By typing my name and the date, I also agree that the electronic signature above is the equivalent of my manual signature. **(Choose Yes or No from the dropdown menu.)**

 Choose Yes or No.

**IMPORTANT:** On the online application form, you cannot change your answers after you click the Submit button. Please review your online application before submitting. You may click the Save Changes button at the bottom of the online application and return later. However, your application will not be received until you return and click the Submit button. If you have questions, contact your technology center's financial aid administrator.