ROBERT HARRELL CAREER AND TECHNICAL

$1,000 SCHOLARSHIP

APPLICATION

Deadlines to submit **online** application packet

August 1st, October 15th, January 1st, April 15th

APPLICATION SECTIONS

Scholarship Information

WHAT IS THE ROBERT HARRELL SCHOLARSHIP?

The Robert Harrell Career and Technical Educational Scholarship ("Technical Scholarship") is awarded quarterly to provide aid to persons age 16 or older who are pursuing qualified studies in an eligible program in the technical and vocational fields. The definition of an "eligible program" is that contained in Federal Career and Technical Education legislation, which is a two-year or less career or technical program culminating in an associate degree, diploma or certificate, but less than a Bachelor's Degree. **Persons enrolling in a four-year course leading to Bachelor's Degrees are not eligible to apply.** Currently the Scholarship is $1000.00 per award to be handled as described below.

REQUIREMENTS

- This scholarship may be awarded to an applicant who resides in Tulare County and is attending an accredited institution within the City of Visalia.

- Applicants must be enrolled in at least one vocational class for their program at an eligible institution. If at any time during the funding cycle the applicant does not successfully complete the vocational program, the scholarship shall be forfeited.

- Scholarships are not transferrable to another eligible institution unless that school provides a curriculum similar to the eligible institution.

- Some examples of eligible institutions in Tulare County may include, but are not limited to: C.O.S. technical programs, S.J.V.C., Advanced Career Institute. Please check with your intended institution to see if they are accredited.

- The applicant must achieve and maintain a cumulative 2.0 or greater G.P.A.

- The applicant must maintain a 2.0 or higher G.P.A. in the previous semester at an eligible institution of education in order to receive the spring semester disbursement.

- Not all applicants will receive an award. However, there are several scholarships awarded each quarter.

- The offer of a scholarship is valid only during the academic period for which the offer is made.

- Applicant must show their identification and Social Security card to the Foundation representative.

- If awarded, the applicant must attend the scholarship awards ceremony, if one is held.

- If awarded, the applicant must write a letter of appreciation to receive the scholarship.

- If at any time during the funding cycle you do not successfully complete the vocational class or program, you will forfeit the remainder of the scholarship.

SELECTION PROCESS

Scholarships are awarded through a competitive review process. Applications will be judged using the following criteria:

- 50% Written Essay
- 25% Financial Need
- 25% Letters of Recommendation

SCHOLARSHIP AWARDS AND FUNDING PROCEDURES

Scholarships will be available during four different award periods, depending upon when your vocational program begins.

You will receive a letter if you have been selected to receive a scholarship with instructions on procedures to follow.

Your scholarship funding will be released in two equal payments:

- The first half of the funding will be delivered to you upon receipt of your proof of enrollment in an accredited institution and class schedule.
- The second half will be awarded at the middle of the educational program after receiving your proof of enrollment, class schedule, and a copy of your grades.

WHAT ARE MY REQUIREMENTS IF I RECEIVE THE SCHOLARSHIP?

Write a letter of appreciation to your donor immediately. Forward your letter to the Foundation office:

> Visalia Rotary Community Foundation
> 3500 W Mineral King, Suite 3
> Visalia, CA 93291

The Foundation office must receive your letter of appreciation before funding can be approved for disbursement. The letter must be received within two weeks after receipt of your award letter or you may jeopardize your scholarship funding.

WHO DO I CONTACT IF I HAVE QUESTIONS?

All questions regarding your scholarship should be directed to:
 Liz Wynn
 VRCFScholars@gmail.com

WHERE DO I SUBMIT THE APPLICATION?

It is the responsibility of the student applicant to submit a complete online application including transcripts and references. You will receive an email confirmation of your application.

No later than 12:00 p.m. on due date

APPLICATION INSTRUCTIONS

- Applications must be submitted online no later than the stated deadline for the period that your course of education begins. For instance, if your vocational courses begin in mid-May, your application should be turned in **no later** than April 15. If your course begins in early September, your application should be submitted **no later** than July 1st. A course beginning in January, **no later** than January 1st. The following are the application period deadlines.

August 1	October 15	January 1	April 15
For courses that begin			
Aug. 1 – Oct. 14	Oct. 15 – Dec. 31	Jan. 1 – April 14	April 15 – July 31

- The application consists of 6 sections that must be completed in full. Where appropriate make "NA" for not applicable. If you are not sure please contact the Foundation at the above contact information to verify your answer.

- **There are six sections to the application**:
  - Three forms to be filled out by the applicant
  - One essay by the applicant, this is your opportunity to present yourself in the best possible light to the Scholarship Review Committee
  - Two recommendations:
    - At least one of which must be from an eligible institution of education faculty member
    - Scholarship recommendations from a relative are not acceptable
    - The completed online scholarship recommendation forms must received by the deadlines listed above.