

Application for Early Childhood Education Tuition Assistance

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

Community College System of New Hampshire

Phone: 1-800-247-3420 ext. 6783

www.ccsnh.edu/ece/

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 Typed or Neatly Printed 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 Phone: (____) ____ - _____ Cell Phone: (____) - ____ - _____ Email _____

Employment in a New Hampshire Early Childhood Setting Required:

1. **Program is:** Center-Based OR Family-Based Are you **self-employed?** Yes OR No
2. **Is this program licensed with the NH Bureau of Child Care Licensing?** Yes OR No
3. **Position:** Child Care Asst. Asst. Teacher Lead Teacher Director **Children Served:** Infant/Toddler. 2-3yrs. 4-5yrs.
4. **Program Name** _____
Street _____ City _____ State _____ Zip _____
Work Phone _____ **SIGNATURE** Program Director/Owner: _____

Application History Information:

5. Is this your first Early Childhood Education (ECE) college course? Yes OR No
Most previous ECE college-level course: _____ Total # ECE Courses Taken _____
6. Have you previously received an award through this program? Yes OR No
7. Have you attended Child Care Resource & Referral Workshops? Yes OR No
8. How did you find out about the ECE Tuition Assistance Program? CCSNH System Employer Other
9. Have you applied for an ECE Credential through the Child Development Bureau?
 Yes Credential Level: Child Care Assistant Associate Teacher Lead Teacher Director Family Child Care
 No Please find information about this process please visit www.dhhs.nh.gov/DHHS/BCCL

Tuition Assistance Course Information:

10. It is **important** that you **complete** all the information about the ECE course as listed!

Please remember you may only apply for assistance for one course per semester

Course # & Course Name	# Credits	Days/Time
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Semester	College Where You Will Register	Professor
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⇒I understand that upon a drop or withdrawal after the add/drop period, or if I do not complete the required paperwork to drop or withdraw, that I will be responsible for all charges to my account. 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 understand that if my account is turned over to an outside collection agency that I will be responsible for the cost of their services and/or any legal fees, adding significant costs to my account balance.

⇒I understand that continued employment within an Early Child setting is required for at least 3 months following the completion of this course if an award is made. If I leave the field, I am responsible for paying back the amount awarded to the Community College System of New Hampshire.

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

Signature _____ Date _____

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

APPLICATION PROCESS

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

1. Be working either full or part time in a licensed NH child care center or family child care program.
2. Be taking an ECE course taught by faculty who has either attained or applied for a NH Early Childhood Education Credential. (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 are eligible for only 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.

1. Is the program where you are employed center based or family based?
2. Is this *program licensed through the NH Bureau of Child Care Licensing, DHHS?*
3. Is this your first ECE course?
4. Have you received previous ECE Tuition Assistance awards?
5. Have you attended workshops through Child Care Resource & Referral?
6. Have you *applied for an ECE Credential* through the *NH Early Childhood Professional Development System?*
7. Be sure to fill in ***all required information*** for the course you plan to take. ***Include the name of the campus*** you are registering through if taking an on-line course.
8. ***Provide a complete mailing*** address for correspondence concerning the assistance.
9. Providing your ***email address*** assists with quick communication and distribution of our survey.

Step III: Mail the completed application to the address listed on the front (at the top of the page). Be sure that your name and mailing information, including zip code are filled in completely!

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 signed application on file.

Awards are given as follows to eligible candidates:

- 100% tuition paid for the **first ECE** course taken and **specific courses including the 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 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 depleted.

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 **very important** that you bring this letter with you when you register or the Bursar's office if you are already registered. The Business/Bursar's office uses this letter to credit your account so you will not be immediately billed.

By accepting funds through this program you are making a commitment to 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 for 3 months after the completion of the course.

If you have any **questions** about this application or the ECE Tuition Assistance Program, **please** call either the Early Childhood Education Coordinator on your campus or contact Teri Laflamme, CCSNH ECE Tuition Assistance Coordinator, at 271-6783, 1-800-247-3420, or tlafamme@ccsnh.edu.