

**To: NCATA Members**

**From: Beverly Harrison, Chair  
Education and Human Relations Committee**

**Re: NCATA Scholarship Application**

The North Carolina Association of Teacher Assistants is proud to sponsor a scholarship program for its members. NCATA awards individual scholarships in amounts of up to \$1,500.00. Teacher assistants who are members of NCATA are eligible to apply for the scholarship on behalf of their son or daughter. Scholarship recipients are honored at the annual NCATA Conference held in the spring of each year.

The scholarship application, criteria, and all information is enclosed in this packet. Share this information with other NCATA members who may have an interest in applying. Pages of this packet may be copied as needed. Please read all information carefully.

For your application to be considered, it must be mailed to the chair of the EHR Committee (see address below). **The application must be received by February 12, 2009.** Scholarship applications will be reviewed on February 20-21, 2009.

All interested applicants (and parents) are encouraged to begin work on this application now. With our jobs, school activities, and home responsibilities, our schedules can be hectic to say the least. If you complete the application early, you will not have to worry about meeting the deadline.

**Please remember: there will be NO extended deadlines!**

If you have any questions, or need a scholarship application, you may contact your District Representative on the EHR Committee. District representatives are listed below.

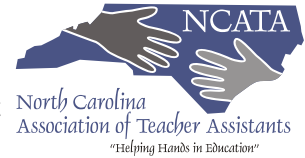
District 1: Gwendolyn Peele, Lewiston, NC (252) 348-2642	District 5: Cynthia Foster, Mooresville, NC (704) 877-4572
District 2 :Carleen Mack, Richlands, NC (910) 324-9375	District 6:
District 3 :Sylvia West, Roanoke Rapids, NC (252) 537-0809	District 7: Patricia LaGrotteria, Mocksville, NC (336) 492-6321
District 4 :Melinda Revels, Lumberton, NC (910) 739-1675	District 8: Keena Proctor, Asheville, NC (828) 275-2469

**Completed applications must be received by February 12, 2009.** Please mail your completed application to:

**Beverly Harrison, NCATA EHR Chair**  
**417 East Baker Street**  
**Nashville, NC 27856**  
**Phone: 252-459-7219 • Email: bharrison@teacherassistants.org**

Thank you for your interest and for supporting the North Carolina Association of Teacher Assistants!

# Scholarship Application Criteria



1. The applicant's parent or legal guardian must be an employed teacher assistant and a member in good standing of NCATA with two consecutive years of membership before applying.
2. The applicant must be a high school senior, have received a diploma or GED equivalent or attending college.
3. The applicant must be a full time student.
4. The applicant may not be receiving other financial aid in the form of grants or scholarships (which do not have to be repaid) in excess of \$1,500.00. All student loans should be listed but will not be applied toward the \$1,500.00 total in the selection process as they must be repaid.
5. The applicant must be enrolled in or plan to attend a state accredited school in any subject area, including, but not limited to cosmetology, dental assistant, auto mechanics, RN, LPN, early childhood education for day care, etc.
6. The applicant must have a minimum grade point average of 2.8 unweighted.
7. The applicant must not exceed the age of 23.
8. The applicant should be a resident of North Carolina.
9. All applicants shall be considered without regard to race, creed, religion, national origin, sex, or handicap.
10. All applications should be submitted to the Education and Human Relations Committee Chair. The selection will be made by the NCATA Education and Human Relations Committee at the TAOY/Scholarship Spring meeting usually held in February or March of each year.
11. Applicants may apply more than once as long as they meet the application criteria each time.

Amount of scholarships: not to exceed \$6,000.00.

The scholarship(s) awards will be given at the NCATA State Conference.

The recipient(s) will be the guest of NCATA for one (1) night's lodging and the banquet.

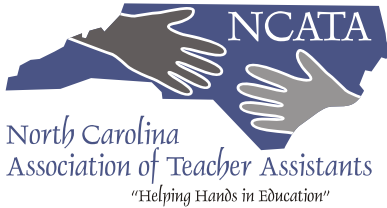
## Guidelines for the Disbursement of Student Scholarship Funds

Scholarship funds will only be disbursed upon authorization of the Education and Human Relations Committee Chair and the President. Disbursement of scholarship funds follows these guidelines:

1. NO MONEY will be disbursed directly to the scholarship recipient.
2. Monies from the scholarship will be paid to the state-certified institution upon demand from the institution's financial office.
3. Scholarship funds will be disbursed for payment of tuition, fees, special insurance, and purchase of textbooks and instructional supplies required by all students enrolled in the program or curriculum in which the scholarship recipient is enrolled.
  - a. Required tuition fees and required textbooks are defined as those fees prescribed by the school catalog and the required book and supply lists published quarterly by the institution.
  - b. Instructional supplies are defined as those supplies normally required to be purchased in order to complete the courses of study in which the recipient is enrolled.
4. Funds may be disbursed for purchase of additional specialized items such as graduation pins, professional society membership dues, magazines and journals pertaining to the program or course in which the recipient is enrolled.
5. In the event the student withdraws from attendance or ceases to be eligible for the scholarship, the unused funds will automatically be returned to the NCATA Scholarship Fund. The student may appeal to the State Education & Human Relations Committee for reinstatement if circumstances are beyond student's control (i.e. serious illness, family emergency.)
6. In the event a scholarship winner is disqualified or unable to accept, the EHR Committee will select an alternate winner from the list of eligible recipients.
7. The collective judgement of the state Education & Human Relations Committee will prevail on all decisions.

**North Carolina Association of Teacher Assistants**

PO Box 893 • Lewisville, NC 27023 • Toll-free: 1-800-979-2077 • Fax 336-945-9331 • [www.teacherassistants.org](http://www.teacherassistants.org)



# Scholarship Application Guidelines

**PLEASE PRINT OR TYPE application.**

**A complete application consists of the following:**

1. **NCATA application.** Each question must be answered. Application must be dated and signed.
2. **No more than two (2) current (within 60 days) letters of recommendation** from individuals outside your immediate family, who are able to describe your character, persistence, and potential. (e.g. teachers, counselors, former employers, etc.) **One (1) letter required** from a teacher, counselor or principal. You must use the attached recommendation form. You may use additional pages if necessary. They must be attached to the application.
3. **A brief description of short and long-term plans for your education, goals, and future career.** List any leadership positions which you have held (e.g. sport, church, community groups, clubs, etc.) Also, list community service or school service organizations in which you have participated. Describe the service(s) provided. You must use the attached "Applicant's Statement" form. You may use additional pages if necessary. They must be attached to the application.
4. **A brief description of any unusual financial and/or personal circumstances** which you and/or your family are currently experiencing or may experience during the upcoming academic year. This may be added to the "Applicant's Statement" form.
5. **An official academic transcript,** sealed by the academic institution(s) you are currently attending, must accompany the application..
6. **The application checklist.** The included checklist must accompany the application.

## Frequently Asked Questions

### **When is the application due?**

All applications must be submitted to the Education & Human Relations Chair by February 12, 2009. Please make sure you meet the deadline.

### **What happens if my application is incomplete?**

You will not be notified by the State Education & Human Relations Committee that your application is incomplete. Therefore, we recommend that you carefully check your application to make sure it is within all guidelines.

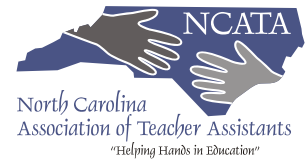
### **Should I keep a copy of the application?**

It is recommended that you make a copy of the completed application and all attached forms.

### **What if my application gets lost in the mail?**

The Education & Human Relations Committee(s), District or State, will not be responsible for lost or misdirected applications.

# Student Scholarship Application



## Personal Information

Last Name		M.I.	First Name	
Address				
City		State	Zip	Social Security # - -
Home Phone ( )		Work Phone ( )		Date of Birth / /
Home E-mail Address				
Marital Status		Name of Spouse		# of Children

## Educational Information

My college of choice is		I would like to major in		
Schools attended by years & degrees you have, if any				
How will you finance your upcoming year of school?		Employment ( ) Family ( )		
Please check if you will be receiving any of the following:  Financial Aid ( ) Grants ( ) Loans ( )  If yes, please list the name(s) and amounts of each below. Student loans should be listed but are not taken into consideration toward the scholarship award since loans must be repaid.		Please list any scholarship(s) you have applied for and the amount.   Please list any scholarship(s) you have been awarded and the amount.		

## Additional Information

Provide below the name of sponsoring parent or legal guardian who is currently a member in good standing of NCATA.

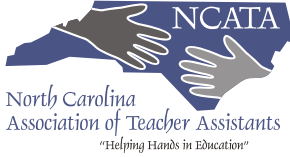
Last Name		M.I.	First Name	
Membership #		District	County	Member of NCATA since:
Number of years employed as a teacher assistant			Mother's Occupation	
Are both parents living in the home? Yes ( ) No ( )			Father's Occupation	
# of siblings living in the home	Age of Siblings		Are any currently attending college? If so, how many?	
Total Household Income before taxes		List any other means of support (e.g. child support) & amount.		

## Applicant Signature

I hereby certify that the above information is true and correct.	
Signature of Applicant	Date

REVISED BY NCATA Scholarship Selection Committee August 2007

# Student Scholarship Applicant's Statement

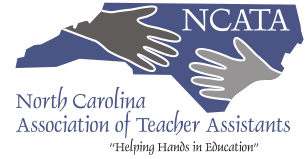


**Please provide information about your educational goals, academic potential, personal characteristics, extra-curricular activities, and other factors that will support your qualifications for a scholarship.**

<b>Applicant Signature</b>	
<b>Applicant's Name</b>	<b>SS#</b>
<b>Signature of Applicant</b>	<b>Date</b>

**This statement must be attached to the application.**

# Student Scholarship Statement of Recommendation



<b>Applicant's Name</b>	<b>SS#</b>
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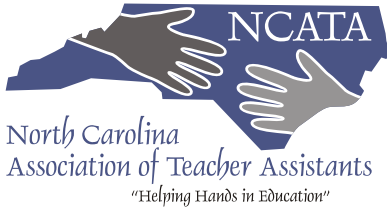
**Please provide information about the applicant's educational goals, academic potential, personal characteristics, extra-curricular activities, and other factors that will support the applicant's qualifications for a scholarship.**

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## Additional Information

<b>Name of Person making recommendation</b>	<b>Date</b>
<b>Signature</b>	<b>Date</b>
<b>School/Business</b>	<b>Position</b>
<b>Relationship to Student Scholarship Applicant</b>	

**This statement must be attached to the application.**



# Scholarship Checklist

## Remember:

- An incomplete application WILL NOT be considered.
- You WILL NOT be notified that your application is INCOMPLETE.
- CAREFULLY CHECK your application to make sure it is complete.

**This checklist must accompany the application.**

Please check the items you are submitting the date you mailed your complete application forms. **Use only the first column.**

Application Elements	Applicant Checklist	Com mittee Use
1. Completed Application		
2. Letter(s) of Recommendation (no more than 2)		
3. Applicant Statement		
4. <b>Official Sealed</b> Copy of Transcript(s)		
5. <b>Date</b> this application packet was mailed		

Remember to keep copies of all application elements for your own records.

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## Applicant Signature

Applicant's Name	SS#
Signature of Applicant	Date

**This application packet was mailed to:**

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