# Helena College Information Technology Scholarship

Scholarships will be made available each semester in the amount of $750 through the Helena College Foundation to students enrolled full-time in the Computer Technology program at Helena College. Students must have successfully completed at least one semester.

Deadline: October 7, 2022 EXTENDED DEADLINE: Nov. 10th, 2022

Eligibility Criteria:
1. Enrolled full-time in the Computer Technology program;
2. Successfully completed at least one semester at Helena College;
3. Minimum 3.0 GPA;
4. In good academic standing.

Selection Decision:
The Helena College Scholarship Committee (consisting of at least one CT instructor, one non-CT instructor and one non-faculty member) will review applications and select the scholarship recipient.
Each scholarship recipient will write an acknowledgement letter (thank you) to the donor.

Application Procedure & Criteria:
1. Complete the application form and return it to the Financial Aid Office on or before the deadline,
2. Complete a 1-2 page essay explaining how this scholarship would assist you in obtaining a career in IT,
3. Attach two (2) completed Reference forms (one academic/one community member), letters of recommendation can be included, but are optional.

# Helena College Information Technology Scholarship
# Application Form

Applicant Name _____

Mailing Address_____

City _____ State _____ Zip _____

Telephone Number _____

Concentration _____

**References:** List the names of two (2) individuals who will write recommendations to accompany this application. One must be a faculty member (adjunct or full-time), and one person from the community. **Attach these recommendations to this form in a sealed envelope.**

Name_____Phone_____

Name_____Phone_____

APPLICATION CHECKLIST
- ☐ Completed application form
- ☐ 1-2 page essay of need & career goals
- ☐ Two Reference Forms (one academic/one community member)

The scholarship committee/Helena College may submit a notice of the award to the local newspaper or use the award information in public relations documents. The award information may include your name, program and dollar amount awarded. By signing this form you acknowledge and agree that this information may be disclosed.

Signature _____ Date _____

Submit completed application and material to Helena College Financial Aid Office at 1115 North Roberts Street, Helena, MT 59601.

**The deadline for the 2022-2023 Helena College Information Technology Scholarship is October 7, 2022. EXTENDED DEADLINE: November 10th, 2022**

Office Use Only:
GPA: _____ Date Received

## SECTION I: To Be Completed by the Applicant

Name _____

Under the Family Rights and Privacy Act of 1974, students enrolled at Helena College University of Montana have access to their educational records, including letters of recommendation. However, students may waive their right to see letters of recommendation, and therefore, the letters will be held in confidence. I waive the right to review the reference form.

Student Signature _____ Date _____

## SECTION II: To Be Completed By Evaluator

The above named individual is applying for a scholarship through Helena College University of Montana. Please rank the applicant in the categories below by placing an X in the appropriate box. Please return the form as soon as possible to the Financial Aid Office. If an applicant has not signed the waiver above, he or she may request to see the letters of recommendation after the scholarship decision has been made.

| | Excellent | Good | Satisfactory | Below Average | Poor | Not Applicable |
|---|---|---|---|---|---|---|
| Ability to Learn | | | | | | |
| Integrity | | | | | | |
| Leadership Ability | | | | | | |
| Perseverance Toward Goals | | | | | | |
| Team Member | | | | | | |
| Attitude | | | | | | |
| Initiative | | | | | | |
| Motivation | | | | | | |
| Communication Skills | | | | | | |
| Organization/Time Management | | | | | | |
| Responsibility | | | | | | |
| Self-Discipline | | | | | | |

Please use your personal knowledge of the applicant to respond to the following questions:

1. How long have you known the candidate, and in what capacity (employer, school instructor, etc.)

2. Please tell us what you believe to be the applicant's particular strengths in his/her personal, educational or professional life. If you can, give examples of particular accomplishments.

3. What is your knowledge of the applicant's educational goals and his/her progress toward achieving these goals?

4. Is there any additional information we should know about this applicant in regard to this scholarship award?

What is your overall recommendation?

☐ Recommend with Confidence   ☐ Recommend   ☐ Recommend with Reservations   ☐ Do Not Recommend

I may have concerns about this student. Please contact me.

☐ Yes          ☐ No

Preferred contact method:          ☐ Phone          ☐ Email

Evaluator's Name _____

Organization/Institution/Department _____

Title _____

Address _____

Phone Number _____ Email _____

Signature of Evaluator _____ Date _____

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| Perseverance Toward Goals |  |  |  |  |  |  |
| Team Member |  |  |  |  |  |  |
| Attitude |  |  |  |  |  |  |
| Initiative |  |  |  |  |  |  |
| Motivation |  |  |  |  |  |  |
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What is your overall recommendation?

☐ Recommend with Confidence    ☐ Recommend   ☐ Recommend with Reservations  ☐ Do Not Recommend

I may have concerns about this student. Please contact me.

☐ Yes            ☐ No

Preferred contact method:          ☐ Phone          ☐ Email

Evaluator's Name _____

Organization/Institution/Department _____

Title _____

Address _____

Phone Number _____ Email _____

Signature of Evaluator _____ Date _____