

## **Nonprofit Agency Scholarship**

### **Application Checklist**

If you are a permanent employee of a nonprofit agency in Washtenaw County you may apply for the Washtenaw Community College Nonprofit Agency Scholarship, which will provide payment for the tuition (only) of agency and WCC approved Economic and Community Development noncredit classes applicable to your position at the agency.

You must complete all items on this checklist to successfully apply for the scholarship. Submit an application for each semester for each class you attend.

- You must work for a nonprofit agency (permanent position) in Washtenaw County and the class(es) requested must be applicable to your position at the agency.**
- Submit the Nonprofit Agency Scholarship application (complete with supervisor approved class(es) and signature) 10 business days before start of class. **Online classes are not eligible for this scholarship.**
- You must attend all class sessions and complete all class requirements. **If the class is not successfully completed, you (or your agency) may be billed for the full tuition and/or have your scholarship discontinued.**
- You must submit your completed application form with a copy of your agency's 501(c)3 documentation no later than 10 business days before start of class.

**Submit documents to:  
Sherry Lockard  
Operations Specialist  
Economic and Community Development  
Morris Lawrence Building 104  
Washtenaw Community College  
4800 E Huron River Drive  
Ann Arbor, MI 48105**

Final approval of eligible classes is reserved by WCC.

WCC will notify you of your application status within 10 business days after receipt.

**Program requirements are reviewed periodically and subject to change without notice.**



# Nonprofit Agency Scholarship Application

## Guidelines

If you are a permanent employee of a nonprofit agency in Washtenaw County (permanent position) you may apply for the Washtenaw Community College Nonprofit Agency Scholarship, which will pay the tuition (only) of selected noncredit classes applicable to the student's position at the agency. Online classes are not eligible for this scholarship.

Please complete this application and submit it, along with a copy of your agency's 501(c)3 documentation, no later than 10 business days before the start of your first class. Once approved, this scholarship can be used for all agency approved classes for the approved semester. **NOTE: This application must be approved BEFORE registering for your class. Also, a new application for this scholarship must be submitted each semester.**

## Student Information

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

JOB TITLE \_\_\_\_\_

I am applying for the Nonprofit Agency Scholarship. I understand that I must successfully complete and attend all sessions of my classes to remain eligible for this scholarship, if not WCC may bill myself or my agency for the full tuition and/or discontinue my use of this scholarship. **I understand that the final approval of eligible classes is reserved by Washtenaw Community College.**

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Employer Authorization

AGENCY NAME \_\_\_\_\_

AUTHORIZING SUPERVISOR NAME \_\_\_\_\_

AGENCY ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

APPROVED CLASS(ES): \_\_\_\_\_

We authorize Washtenaw Community College to bill us/and or discontinue use of this scholarship for the above student for the corresponding semester if the student does not successfully complete and attend all sessions of the approved classes listed above. Approved costs include tuition only. The classes listed above are applicable to the position held by the student at our agency. **We understand that the final approval of eligible classes is reserved by Washtenaw Community College.**

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Submit completed application and 501(c)3 documentation by Mail or In-Person to:**  
Sherry Lockard- Operations Specialist, Economic and Community Development  
Washtenaw Community College-ML 104, 4800 E Huron River Drive, Ann Arbor, MI 48106-1610

**WCC USE ONLY: Semester \_\_\_\_\_ Approved (initial): \_\_\_\_\_ Not Approved (Initial): \_\_\_\_\_**

**Comments: \_\_\_\_\_**