

# HEARTSHARE & ITS FAMILY OF SERVICES

## Application for Employee Tuition Assistance Grant

**IMPORTANT INFORMATION:**

All Employee Tuition Assistance Grant applications are due by Friday, June 22, 2018. Please send the completed application, plus any required attachments, to Hayley Cowitt via interoffice mail (12 MetroTech), email ([hayley.cowitt@heartshare.org](mailto:hayley.cowitt@heartshare.org)) or facsimile (718-522-4506). Late applications will not be accepted, so please leave time to secure the necessary recommendations. Decisions will be announced by Monday, August 6, 2018.

**I. APPLICANT INFORMATION**

Name \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone or Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 HeartShare Company: \_\_\_\_\_  
 Title: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Hire Date: \_\_\_\_\_

**II. RECOMMENDATIONS *(both required)***

Supervisor Name:	
Title:	Phone:
Recommendation (attached additional sheets if necessary):	
Director Name:	
Title:	Phone:
Recommendation (attached additional sheets if necessary):	

**III. HIGHER EDUCATION GRANT**

**A. DEGREE/CERTIFICATE.**

*Undergraduate Degree*  
 Name of School: \_\_\_\_\_  
 Degree and Major: \_\_\_\_\_  
 Already accepted or enrolled? \_\_\_\_\_  
 Number of credits needed to graduate: \_\_\_\_\_  
 Number of credits already earned: \_\_\_\_\_  
 Expected date of graduation (month/year): \_\_\_\_\_

*Graduate Degree*  
 Name of School: \_\_\_\_\_  
 Degree and Major: \_\_\_\_\_  
 Already accepted or enrolled? \_\_\_\_\_  
 Number of credits needed to graduate: \_\_\_\_\_  
 Number of credits already earned: \_\_\_\_\_  
 Expected date of graduation (month/year): \_\_\_\_\_

*Post-graduate Certificate Program*  
 Graduate certificate programs typically involve 12 to 18 hours of graduate course work in a focused area of study, providing specialized training to help expand students' areas of expertise, teach them about new developments in their fields, augment their professional skills and provide credentials that help advance their careers.  
 Name of program provider: \_\_\_\_\_  
 Certificate Program: \_\_\_\_\_  
 Already accepted or enrolled? \_\_\_\_\_  
 Number of credits or hours needed for certificate: \_\_\_\_\_  
 Number of credits already earned: \_\_\_\_\_  
 Expected date of completion (month/year): \_\_\_\_\_

**B. EDUCATION AND PRIOR WORK EXPERIENCE**

Attach a copy of your most recent resume listing both your education and prior work experience.

**C. STATEMENT OF EDUCATIONAL & PROFESSIONAL GOALS:**

Attach a short statement (no more than one typed page) of your educational and professional goals. Explain how the degree or certificate that you are seeking will help you meet your professional goals, while also advancing HeartShare's mission. If you previously were awarded a HeartShare Employee Tuition Assistance Grant, please describe how you used the monies awarded.

Every year, HeartShare awards **Employee Tuition Assistance Grants** to employees continuing their education in a field related to HeartShare's mission. Everyone gains: our employees are able to further their professional development, our clients get the benefit of more professional assistance and HeartShare retains highly qualified staff.

If you are pursuing a higher education degree or a post-graduate certificate program, you can now apply for **up to four years of Higher Education Grant** support. Undergraduates and postgraduate certificate students are eligible to receive up to \$1,250 per academic year; graduate degree candidates are eligible for up to \$1,750 per year. (If you are going part-time and anticipate that your degree will take more than four years to complete, you can reapply when your current award expires). Our goal is to provide you consistent financial support to make your pursuit of a higher education degree a little easier. If you were awarded a multi-year Higher Education Grant last year, you do not need to reapply this year.

**ELIGIBILITY:** This program is open to employees of HeartShare Human Services, HeartShare St. Vincent's Services, HeartShare Wellness and HeartShare Education Center (collectively "HeartShare"). All HeartShare full-time employees and part-time employees (who work at least 17 1/2 hours per week) are eligible, provided you will have worked for HeartShare (or HeartShare St. Vincent's Services) for at least one year as of September 2018.

**CRITERIA:** HeartShare's Employee Tuition Assistance Grants are awarded on a competitive basis, taking into account your job performance, professional goals and your past use of awarded grants, balanced against agency resources.

**PAYMENT OF GRANT:** HeartShare's Employee Tuition Assistance Grants are awarded on a reimbursement basis. If you are awarded a grant, HeartShare will issue you a check in an amount up to your award after you submit proof that you have paid your college/university or continuing education provider. In accepting the grant, you must agree to remain a HeartShare employee through completion of your course(s), or reimburse HeartShare the full amount of the grant.

**FINANCIAL AID:** You may apply for a HeartShare Employee Tuition Assistance Grant regardless of whether you are currently receiving financial aid (including student loans). However, as HeartShare's Employee Tuition Assistance Grants are awarded on a reimbursement basis, you are not eligible for reimbursement of expenses paid by university or government grants. HeartShare will reimburse you for expenses paid by student loans.

**QUESTIONS:** Please contact Hayley Cowitt at 718-422-4202.



**EMPLOYEE TUITION ASSISTANCE GRANT**

**APPLICATION**

**DEADLINE: FRIDAY, JUNE 22, 2018**