



P.O. Box 8 | Wye Mills, MD 21679

# Workforce Development Sequence Scholarship Application

Phone 410-827-5851 · FAX 410-827-9222

Email [lallen@chesapeake.edu](mailto:lallen@chesapeake.edu)

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address \_\_\_\_\_  
Number Street Name P.O. Box #

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Gender\*:  Male  Female

County \_\_\_\_\_ Social Security Number\* \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth\* \_\_\_\_\_ *\*Required information to process application.*

1. **Ethnicity\*:** Part 1: Hispanic or Latino origin  Yes (HIS)  No (NHIS).  
Part 2: If you are not Hispanic or Latino, please select one or more of the following groups which most closely represents you\*: Race:  American Indian or Alaska Native (AN)  Asian (AS)  
 Black or African American (BL)  Native Hawaiian or other Pacific Islander (HP)  White (WH)

2. To be eligible, a student must be a (select one, or all that apply):

Resident of Maryland for the past 90 days?  Graduate of a Maryland High School Name of High School: \_\_\_\_\_  Active U.S. Military Please provide a copy of military ID  
*If you are not a MD resident, you must provide a copy of your official high school diploma.*

3. **Workforce Development Sequence Scholarship application status at other Colleges**

- Maryland requires that students may receive no more than \$2,000 annually in an award year, for no more than two workforce development sequence programs.
- Have you applied for a Maryland Workforce Development Sequence Scholarship at any other Maryland Community College?\*  Yes  No If yes, name of college: \_\_\_\_\_

4. **Workforce Development Sequence Selection**

Please indicate the eligible workforce development sequence/program you wish to apply for:\*

\_\_\_\_\_

5. **Drug Free Pledge:**

I pledge, as a condition of receiving student financial assistance, to remain drug free for the full term of the award. Unlawful use of drugs and alcohol may endanger my enrollment in a Maryland College as well as my Maryland financial aid award.\*

Signature: \_\_\_\_\_ Date \_\_\_\_\_

6. **Signature & Acknowledgement**

By signing this application, I certify that all of the information provided in the application is true to the best of my knowledge. I understand that Chesapeake College reserves the right to adjust or cancel any scholarship award(s) based on my failure to comply with the guidelines as listed, and I will be financially responsible for any payments accrued as a result of any adjustments.\*

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Workforce Development Sequence Scholarship Checklist

The purpose of this checklist is to verify eligibility requirements prescribed by the State of Maryland. In order for a student to receive the Workforce Development Sequence Scholarship, **an applicant must submit one item from Category A if you are a Maryland resident OR one item from Category B if you are not a resident of Maryland; and one item from Category C.** For record keeping purposes, copies of each document must be attached to the student's application. ***Undocumented individuals are not eligible for the Workforce Sequence Scholarship.***

### **A. Documents to prove Maryland State Residency (Provide one document from the list below)**

*Applicant must provide a copy of the documentation. Staff cannot make copies.*

- Valid Maryland Driver's License
- Residential rental contract (apartment lease or other rental of real property)
- Mortgage account statement, deed, communication from the State Department of Assessment and Taxation or other proof of home ownership
- Copy of federal or Maryland income tax return filing
- Maryland vehicle registration card or title
- Proof of Active Duty Military and Status.

**Note:** *In State Residency is granted to Students who Reside in Maryland, Domiciled in Maryland or Stationed in Maryland.*

### **B. If you are not a current Maryland resident, you must provide documentation to prove you are a Maryland High School Graduate. Applicant must provide a copy of the documentation. Staff cannot make copies.**

- You must provide a copy of your Maryland High School Diploma.

### **C. Documents needed to prove that student is lawfully residing in the United States. (Provide one document from the list below) Applicant must provide a copy of the documentation. Staff cannot make copies.**

- United States Birth Certificate
- Maryland Enhanced Driver's License or Identification Card (***Enhanced Driver's License includes a Star on the top right corner***)
- Permanent Resident Card
- United States Passport or Passport Card
- Certificate of Naturalization
- Certificate of Citizenship
- Proof of Asylum Refugee status: **I-94, I-94A, or Temporary Form I-551**

**Note:** *All citizenship documentation must be unexpired*

# Workforce Sequence Scholarships from the Maryland Higher Education Commission (MHEC)

## Eligible Workforce Sequences/Workforce Training Certificates

- Administrative Medical Assistant
- Commercial Driver's License (CDL) Prep
- Commercial Driver's License (CDL) Bus Training
- Child Care
- Clinical Medical Assistant
- Certified Nursing Assistant
- Community Interpreter
- Dental Assisting
- Emergency Medical Technician
- Veterinary Assistant

## Important Information You Should Know

- Available for specific workforce programs. Current list is included above. List is subject to change at any time.
- Available to MD Residents, graduates of MD high schools, and active duty military residing in MD.
- Funds shall be used for tuition, fees, and associated costs of attendance that have not been met through another grant or scholarship by the State or employer.
- Students may receive up to \$2,000 per workforce sequence.
- Students may only complete one workforce sequence at a time.
- Students may not be awarded for more than 2 sequences per award year statewide.
- Funds are available on a first come, first serve basis.
- Students must pledge to remain drug free for the full term of the award.
- Students must provide their Social Security Number.
- If you have suspended financial aid, contact the Chesapeake College Financial Aid Office.
- Chesapeake College reserves the right to adjust or cancel your scholarship at any time if it is determined that you do not meet the qualifications.
- Applying for the scholarship does not guarantee an award.
- Scholarship recipients will be notified by email upon decision.
- Students should not expect refunds of unused grant amounts.
- Scholarship funds not used within three months of being awarded may be cancelled and you will have to reapply.
- Students must keep the college informed of any relevant name, address, e-mail and phone number changes that will affect our ability to contact you.
- All scholarships are managed and awarded in accordance to the Maryland Higher Education Commission's prescribed guidelines and Chesapeake College policy.

**Please complete the application form and provide required documentation to have your application reviewed and considered for a scholarship award.**

**Send completed application to:** Leanne Allen  
Chesapeake College  
P.O. Box 8  
Wye Mills, MD 21679

**For additional information please contact Leanne Allen at [allen@chesapeake.edu](mailto:allen@chesapeake.edu) or 410-827-5851.**