

Use this form ONLY when instructed by your Registry Education Advisor. Upload to your account: Standard Documents > Scholarship Terms of Agreement.

Terms of Agreement for the OEC Scholarship Assistance Fund (accessible in and agreed to in your online application)

Scholarship applicants must agree to the following in order to request and receive Scholarship Assistance from the Office of Early Childhood:

1. I understand there is **no on-going guarantee of funds**. The approval of my scholarship request is based on the availability of funds and the priorities set by the funding agencies and organizations.
2. I understand that all communication regarding the status of my scholarship assistance will go to the **email address I provided and assigned to my Registry account upon log in**. It is **my responsibility** to check that address for receipt of **ALL** information regarding my request for assistance. Email may come from Cfmail@ccacregistry.org or another similar address.
3. I understand I **must keep my Registry profile information current** including but not limited to my mailing address, my email address, my telephone numbers (*home or work*) and my employment by logging in to my Registry account and editing My Profile.
4. I understand that I **must make each specific request directly through my account online**.
5. I understand that prior to applying to the OEC for aid for degree-based college credit coursework, I **must complete and/or submit the following paperwork** including but not limited to:
 - a. Evidence of federal financial aid application (FAFSA; www.fafsa.ed.gov)
 - b. Evidence of application for my college or university's financial aid
 - c. Updated Planned Program of Study **in early childhood education or child study** (See your academic advisor at your college / university for the list of specific coursework you need to complete your degree and a schedule of when you plan to take them / have taken them).
6. I understand that **if offered grant funds (via #5) I must accept those before utilizing any OEC funds**. OEC scholarship funds are to be used AFTER any grants but before any loans. The exception is if your early care and education employer has contributed grant funds, in which case OEC assistance precedes the program's funds.
7. Funds are paid directly to the college / university after the OEC is invoiced. Funds cannot be paid to the student nor to their program.
8. **I understand the commitment voucher is the guarantee that payment will be made on my behalf**. My commitment voucher will be sent to the institution I indicate and an email confirmation will be sent to me. I can view my commitment voucher information when logged into my Registry account under **"My Scholarship Requests"**.
9. I understand that I **must notify my OEC regional education advisor** by email (for info go to www.ccacregistry.org - Contact Us), alerting any **changes to my scholarship award, including but not limited to**:
 - a. *inability to use a commitment voucher*
 - b. *dropping or adding an activity or course*
 - c. *not registering for or canceling an activity or course*
10. I understand that **if I do not successfully complete the coursework or activity for which I requested scholarship**, I will not be eligible to receive further scholarship assistance without a thorough review of my circumstances, and may permanently lose eligibility. **The full Scholarship Use Policy and appeal Process documentation is located under My Resources – Resource Documents after log in.**
11. I understand that I **am responsible for purchasing training and/or non-textbook course materials** and supplies not covered by the commitment voucher, and that the OEC does not guarantee textbook expenses with all vendors.
12. **I agree to the terms of the OEC FERPA policy as stated below:**
One of the mandates of the Office of Early Childhood ("OEC") is to "develop and implement...a coordinated and comprehensive state-wide early childhood care and education system of professional development for providers and staff of early childhood care and education programs, including child day care centers, group day care homes and family day care homes that provide child day care services, that makes available to such providers and their staff, within available appropriations, scholarship assistance, career counseling and training and advancement in career ladders...." Conn. Gen. Stat. § 17b-733. Pursuant to that mandate, the OEC has created the Early Childhood Professional Registry ("Registry").

In order to determine whether a particular scholarship fund applicant qualifies for funds, staff members of the Registry may request information from the applicant's institutions of higher education. Such requests are made pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which allows schools to disclose records, without consent, to appropriate parties in connection with financial aid to a student. In return, in accordance with OEC's scholarship use policy, the OEC may also share information regarding the scholarship fund applicant's scholarship status with the institution of higher education.

Name of applicant requesting scholarship: _____	Applicant's Registry ID#: _____
Signature of Applicant attesting to factual application: _____	Date: _____
Name and number of course(s) / fee(s) / eligible expense: _____	
Name of college / vendor: _____	