



# Hope School Foundation Education Assistance Application

The Hope School Foundation provides educational assistance for job related courses offered by approved institutions of learning, such as accredited colleges, universities, and trade schools.

Through the Hope School Foundation, Hope employees have an opportunity to seek financial assistance for continuing education while employed at Hope. To receive funding, degree programs, classes, or course of study must be related in general to the mission of Hope or the employee's work at Hope. For more information, employees may consult the Educational Assistance Program Policy.

Please fill out the following questionnaire to the best of your ability, describing in detail how the proposed course of study relates to Hope's mission to "provide state of the art services in the most inclusive environment to encourage persons to fulfill their individual potential through evidence based treatment, advocacy, and community education."

## Employee Information

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First Name:

Last Name:

Position at Hope:

Department:

Hire Date:

Work Location:

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Home Address:

Cell Phone:

City:

Work Phone:

State:

Work Email:

Zip Code:

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## Academic Information

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Educational Institution:

Degree/Course of Study:

Anticipated Start Date:

Anticipated End Date:

Why did you choose this institution?

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For what courses are you requesting assistance? Please indicate if each course counts towards a degree.

Course Name	Course Number	Degree Program

If applicable, please indicate to what degree program these courses apply:

## Financial Request

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### Summary of Program Expenses

Tuition: \$ \_\_\_\_\_

Books/Materials: \$ \_\_\_\_\_

Required Fees: \$ \_\_\_\_\_

**Total Requested:** \$ \_\_\_\_\_



## Employee Narrative

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How do you foresee these courses/this program of study contributing to Hope's mission and vision?

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How will you apply the knowledge gained in these courses/this program in your current employment?

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What are your future career goals at Hope, and how will the completion of these courses/this program allow you to reach those goals?

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Please describe your current involvement in the community, any special recognition you have received, and any additional information that will help the Hope School Foundation committee decide on your application:

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## Additional Documentation

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### Please Attach:

- Documentation of acceptance into institution and program of study
- Documentation of total program expenses
- Documentation of core classes in selected program of study and projected dates of enrollment
- Most recent academic transcript (may be unofficial)
- Professional recommendation (from Hope employee or supervisor)

## Employee Verification

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I acknowledge that I have read and agree to abide with the tenets of the Hope School Foundation's Education Assistance Program Policy. I understand that submission of application does not guarantee funding. I also understand that initial application approval does not guarantee future tuition assistance; I must reapply each semester or term.

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Employee Signature

Date