

Statement of Purpose: This fund is meant to assist former graduates of Collier High School in pursuing higher education or specialized training one or more full years after they have left the school. Further, the scholarship is targeted to those former graduates who had not qualified for other scholarships or funds and whose postgraduate studies had been postponed due to financial and/or personal hardship. The fund is named in honor of Sister Carol Beairsto, R.G.S., who established Collier High School as a day school in 1978 and led Collier Services as executive director from that time through June of 1996.

Eligibility: Former graduates of Collier High School and Collier Group Home who have reached their majority (age 21), have not qualified for other assistance/scholarships, and may have had to postpone their plans for postgraduate studies due to personal difficulties, which may include health concerns, or financial hardship. Some examples of hardship/difficulties might include pregnancy, hospitalization, needing to work to earn money for self support, etc. In some rare cases, pupils who have been at Collier for two or more years but have not graduated from the school may apply.

The intention of the fund is to augment one's ability to enter a training program or school which will further one's education or job readiness/advancement. Normally, the fund could be used to reimburse the tuition of colleges, technical schools (Cosmetology, Autobody, etc.), and other types of professional training as well as certain materials /equipment (tools, machinery, office supplies) needed to start a course or enter a field of endeavor. The fund is may not be used to cover debts, pay rent, or assist in emergency situations.

Application Process: Former graduates who meet the above-stated criteria must complete the attached application form in full. Monies will be awarded based on documented need and conformity to eligibility criteria as long as funds are available. The decision to award the scholarship is accomplished through the Collier PTO which will have the benefit of input from the postgraduate counselor and the school's administrators. Normally, funds will be issued through the Collier PTO account after proper receipts are in hand. In some cases the check may be made payable to the school or program applicant will attend.

Amount of Assistance: The fund will be limited to disbursements of up to \$250.00 per semester or for a maximum of \$500.00 in one calendar year. Depending of the strength of the fund and the number of disbursement anticipated, successful applicants may seek additional funding within the five year limitation.

Application Form

Name of Applicant: _____ Date: _____

Maiden Name: _____

What years did you attend Collier High School?

Did you graduate from Collier _____, Other high school _____, GED _____, Other:

_____.

Educational history since leaving Collier:

Employment history: _____

Pertinent information you may wish to relate at this time:

Reason for requesting assistance. Include intended use of funds.

Future goals:

List of references:

IN-HOUSE PROCEDURE FOR PROPER STEWARDSHIP

1. Students must either submit their **tuition bills** or **tuition receipts** to the principal or Postgraduate Counselor at Collier High School.

2. The principal or postgraduate counselor will confer with the school Administrative Team (program director, social service director, etc.) to discuss the merits/appropriateness of the applicant's request. If deemed appropriate, the request will be put before the Collier PTO for their approval.

3. Once authorization has been obtained the accounting department will:
 - for submitted tuition **bills**: issue a scholarship check co-payable to the recipient and the institution of higher education

 - for submitted tuition **receipts**: issue a scholarship check payable directly to the recipient.

4. Those seeking **renewal** must submit their request in writing to the principal or postgraduate counselor and include proof of successful completion of course work. The matter must again go before the committee and the PTO.

5. If renewal is granted, principal or postgraduate counselor will send copy of submitted material to the accounting office together with proper authorization for the renewable semester.

6. Decisions to grant and renew the scholarship are reached by committee and PTO consensus.

Tuition Reimbursement Form

Name of Applicant: _____

Date: _____

REQUIRED INFORMATION IN ORDER FOR THE ACCOUNTING DEPT. TO PROCESS YOUR REQUEST

Please provide the following information and attach any documentation or receipts.

1. Name of School in Attendance: _____

2. Attach either:

a) Receipt of money paid to school

b) Bill or Invoice from school

4. Hand-written Authorization from Principal or Program Director of Collier High School

Authorized by: _____ Date: _____

FOR ACCOUNTING OFFICE USE ONLY

DATE REQUEST RECEIVED:

ACTIONS OF ACCOUNTING:

Instructions to Accounting Department

1. Enclosed please find

•tuition receipts for courses taken

•tuition bill for courses to be taken