

# Cornell Cooperative Extension Sullivan County

*Cornell Cooperative Extension  
Sullivan County*  
Extension Education Center  
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## Application for Program Scholarship

*Please print or type*

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

What is the Scholarship amount you are requesting? \_\_\_\_\_

Please print or type a brief (50-100 word) statement of why you would like to participate in the program and how you will utilize the knowledge gained.

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Signed \_\_\_\_\_

Date \_\_\_\_\_

Revised April 2019

*Your Trusted Resource of Choice*

Cornell Cooperative Extension in Sullivan County is an employer and educator recognized for valuing AA/ EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities. Please contact the Cornell Cooperative Extension Sullivan County office if you have any special needs.

# CORNELL COOPERATIVE EXTENSION HUMAN RESOURCE POLICY MANUAL

**Section:** Local  
**Subject:** Scholarships  
**Policy:** Local  
**Code:** 522  
**Issued:** 5/23/17

**Association Adoption:**

**Association Effective Date:**

**Policy Statement** - The Association seeks to make Extension programs accessible to a broad constituency and to reduce barriers to participation. As such, when possible and funded, CCE Sullivan works to provide scholarships to individuals and families for fee based programs.

**Eligibility** - Sullivan County residents are eligible to apply for partial scholarships to fee based CCE Sullivan programs.

**Amount** - Scholarships may be awarded to cover up to half of any particular program offering's fee. Individuals may receive up to \$50 in scholarships per calendar year. Exceptions may be made for programs in excess of \$200, ex. Master Gardener Volunteer Training, Master Food Preserver Training.

**Application** - A one-page application form can be requested from CCE Sullivan in person, by phone, fax, or email. Applications should be submitted to CCE Sullivan at least two weeks prior to program offering. Applications should be forwarded to the host educator/coordinator of the program offering.

**Approval** - The host educator/coordinator of the program offering will confer with the administrative assistant and/or finance to determine the pool of scholarship funds. If funds are available, and the applicant is eligible, the host educator/coordinator will alert the administrative assistant, who will notify the applicant. Final approval is contingent upon receiving the applicant's share of the program fee.

**Limitations** - Scholarship funds are available on a limited basis, dependent on funding. Any scholarship recipient who is awarded a scholarship and does not attend the program offering (no call/no show), is not eligible for any additional scholarships in that calendar year.