



## Scholarship Policy Statement

### SELECTION POLICY

Parents of students are eligible to apply for a scholarship. Scholarships will be awarded on the basis of the following:

1. Need, as demonstrated by: family size; income; extenuating circumstances,
2. Acceptance into the programs(s),
3. Availability of scholarship funds

Note: Awards are partial and/or full. Please submit one application per family, listing all members requesting funding.

### APPLICATION PROCESS

Applications missing any of the following will be considered incomplete and will not be considered by the committee:

1. Scholarship Application Form: The scholarship application form must include a photocopy of your most recent federal income tax return. If parents and/or guardians file taxes separately, please include a copy of both statements. If you did not file a tax return, a letter from your employer stating your income or a copy of your W2 form will suffice. A pay stub is not sufficient. If your financial situation has changed since your last filing, you must verify your current status and benefit, in addition to providing your most recent tax return. Include all form of assistance (public assistance, child support, alimony, housing allowances, etc.). A written statement is not sufficient. All income information will be held in the strictest confidence. Applicants are responsible for making their own photocopies.
2. Program Registration Form and Fee: Applicants must complete a registration form, indicating what programs the student is interested in taking. This form can be found on the web site at [www.CiscoCenter.org](http://www.CiscoCenter.org). The registration form must be accompanied by the \$25.00 program registration fee, which is non-refundable. Final billing arrangements will be made for all scholarship applicants after the awards are allocated.
3. All application materials should be sent to: Cisco Center, 350 Baltimore Annapolis Blvd., Severna Park, MD 21146.

### DEADLINES AND AWARD PERIOD

1. If a student registers for programs in Fall and Spring and is awarded a scholarship, the scholarship will cover both semesters. A student who registers for one semester only (Fall or Spring) will be awarded a scholarship for that semester only and will be expected to reapply for funding the following semester. Scholarships may be available for the summer semester as well. All applications for fall programs must be received by August 1 for consideration of fall semester; by December 1 for consideration of spring semester; and by May 1 for consideration of summer session.
2. All applicants will be informed of the committee's decision in writing within 4 weeks of the application being submitted. All those awarded scholarship awards are expected to respond in writing within one week: failure to contact the office to indicate acceptance of the award renders the award null and void and the money will revert to the scholarship pool.

### Community Service Requirement

**\*\*All recipients are required to perform community service hours for the Cisco Center based upon the amount of their award. The failure to meet the service hour requirements will result in the loss of the award and the recipient will be required to repay all monies within 30 days from default.**

For More information, contact Eric Wellens, CFO, Cisco Center, 350 Baltimore Annapolis Blvd., Severna Park, MD 21146, email [Eric@CiscoCenter.org](mailto:Eric@CiscoCenter.org), or call 410-647-1503. The web site address is [www.CiscoCenter.org](http://www.CiscoCenter.org).

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