



Springbrook Scholars Application (New Applicants)

Applicant Instructions

Please complete application Sections 1 and 2, Section 3 if applying for a Tuition Free program or Section 4 if applying for the Tuition Reimbursement program. Go to Section 5 to complete the billing information and attach the requested documents (tuition billing statement and personal statement of intent). Then sign, date and email the application form to: **scholars@springbrookny.org** Once submitted, the application along with your personal statement of intent will be forwarded to your program director to complete the recommendation section.

Application Deadline Dates are as follows:

- Summer Semester: March 15
- Fall Semester: June 15
- Spring Semester: November 15

Please note, if the above date falls on a weekend, the Springbrook Scholars Application will be due on the preceding Friday.

Section 1: Personal Information

First Name:

Last Name:

Date of Hire (mm/dd/yyyy):

Department:

Work Location:

Current Job Title:

Department Director Name:

Mailing Address

Street Address:

Street Address Line 2:

City:

State:

Postal/Zip Code:

Home/Cell Phone Number: () -

Section 2: College/University Information

Educational Institution Name:

Major/Field of Study:

Degree Level:

Is this degree program accredited (check one)? *Accreditation is a process of validation in which colleges, universities and other institutions of higher learning are evaluated.

Yes

No

Anticipated Date of Completion:

What Springbrook Scholars Program option are you applying for?

Section 3: Tuition Free Program Information

Please fill out Section 3 if you are applying for a Tuition Free program. Then proceed to Section 5.

What Springbrook Scholars Tuition Free program are you applying for?

What Semester/Year are you applying for?

Semester :

Year:

Section 4: Tuition Reimbursement Program

Please fill out Section 4 if you are applying for the Tuition Reimbursement program. Then proceed to Section 5.

What Semester/Year are you applying for?:

Semester:

Year:

Course Information: Please complete course code/title information. Please note that a maximum of three (3) courses per employee per fiscal year can be reimbursed, with no more than two (2) courses in any one semester. A separate application will need to be completed for each semester that tuition reimbursement is being requested.

Course Code/Title:

Undergraduate

Graduate

Course Code/Title:

Undergraduate

Graduate

Section 5: Billing Information/Attachments:

Total Net Tuition Cost:

Tuition cost, less any alternate sources of tuition assistance, equals Total Net Cost. Tuition sources may include, but are not limited to: State/Federal grants and scholarships (e.g. Pell, FSEOG, TEACH, NYS TAP and the Excelsior Scholarship); Military grants (e.g. ROTC, GI Bill and Vietnam Veterans Tuition Assistance); college stipends and scholarships.

Tuition/Fees Billing Statement:

Please attach an itemized statement of tuition and fees or a list of estimated costs if a billing statement is not available at the time of application.

Personal Statement of Intent:

Please attach a copy of your personal statement of intent. Personal statements of intent should include the following information: How will this program or course benefit you in your current position with Springbrook? What are your educational and professional goals? Please utilize a professional letter format that is addressed to the Springbrook Scholars Panel.

Applicant Signature:

Applicant Signature Date:

Electronic Signature Acknowledgement and Agreement: Springbrook utilizes electronic documentation in some instances that requires employees to provide an electronic signature upon document completion, but prior to submittal. This acknowledgement is to make employees aware that by submitting an electronic signature, they are providing an electronic mark that is held to the same standard as a legally binding equivalent of a handwritten signature provided by a signee. For purposes of the acknowledgement, a digital mark is considered a typed legal First and Last name (legal name may include middle name, initial or suffix) followed by the typed date. Any document requiring an electronic signature shall contain a signature acknowledgment statement provided in the same area requiring the electronic signature. By signing this Electronic Signature Acknowledgment Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

Email the completed application to Springbrook Scholars at:

scholars@springbrookny.org

Section 6: Springbrook Scholars Director Recommendation:

Recommendation Status (check one): Recommended Not Recommended

Director's Letter of Recommendation: Please attach a letter of recommendation or a statement indicating why the above applicant is not recommended at this time.

Director's Signature:

Director's Signature Date:

Email the recommended/not recommended application to: **scholars@springbrookny.org**