

# Vermont Child Development Division

## College Tuition Assistance Grant

This application is for individuals working in regulated early childhood or afterschool programs in Vermont to assist with the cost of college tuition related to their role in providing direct services to children. The maximum amount of this grant is \$1000 per student per semester for tuition only (no books or fees). Students enrolled in the Assessment of Prior Learning (APL) course may request funding up to \$1000 to include the portfolio review.

### Grant Priorities:

- The course must be related to working with young children or be part of an early childhood degree program through an accredited higher education institute. (See Northern Lights at CCV description for list of related degrees).
- The course must have a connection to advancing on the Vermont Early Childhood Career Ladder; achieving a credential, qualifying degree or teacher licensure (early childhood or early childhood special education); meeting Program Director licensing requirements; or for meeting degree requirements in a related field.
- The course must include college credits through an accredited institution of higher education.

### Eligibility Requirements:

- You must be employed for at least 3 months by a CDD regulated child care program in a direct care or licensed program director position. Your primary work location must be the licensed/registered program.
- You must apply first to other grant sources and receive eligibility determination from relevant federal and/or state financial aid sources.
- You must be enrolled in a qualifying professional development activity (see question 4).
- You must provide an Individual Professional Development Plan (IPDP) that states your career goal and indicates a realistic anticipated time frame and steps to achieve your goal.
- You must be working in a Vermont regulated child care program that is in good regulatory standing (see last page).
- In your career goal statements, you must demonstrate a commitment to work in a regulated early care and education program for at least one year in Vermont after course is completed.
- If you are at Level I or Level II on the Vermont Career Ladder, you must work with a Resource Advisor through Northern Lights at CCV to ensure that you have the right educational supports.
- Have your qualifications, including all transcripts, verified by Northern Lights and entered into your Bright Futures Information System Quality and Credential account prior to applying for this grant. Transcripts must demonstrate academic achievement (grade of C- or better).
- Demonstrate financial need.
- T.E.A.C.H. scholarship recipients and employees of public schools who are paid on the teacher salary schedule are not eligible for this grant.

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## SCORING CRITERIA

### **Applications will be scored based on the following criteria:**

- The application is complete with all required information
- The application is for coursework that falls under the priorities for grant funding
- The applicant meets all eligibility requirements
- Applicants not yet on the Career Ladder or at Levels I and II are able to demonstrate they are working with a Resource Advisor through Northern Lights at CCV, college advisor or other appropriately qualified individual.

Grant availability is limited for each fiscal year. When necessary, applications will be prioritized, and priority will be given to those who have not received a grant in the current fiscal year.

All individuals awarded Tuition Grants are required to submit a transcript within 3 months from the end of the course which shows that they successfully passed the course.

### **Questions? Contact:**

Brenda Schramm

802-379-7267 - Email: [brenda.schramm@vaeyc.org](mailto:brenda.schramm@vaeyc.org)

### **Application Deadline:**

Applications are accepted on an ongoing basis. Allow 4-8 weeks for a decision. Grant recipients are required to submit a federal W-9 form to process an approved grant.

### **For information about other funding sources contact:**

Vermont Student Assistance Corporation  
PO Box 2000, 10 East Allen Street Winooski, Vermont 05404  
800-882-4166 or 802-654-3750  
[www.vsac.org](http://www.vsac.org)

# Vermont Child Development Division College Tuition Assistance Grant

## COVER PAGE

This application is grant funding to assist with the cost of college tuition for individuals working directly with young children in programs licensed or registered through the Vermont Child Development Division. The course must be related to working with children and meets qualifying professional development goals (see cover sheet).

Please be sure to read the Grant Information Page to ensure that applying for this grant is appropriate for your situation.

If you have any questions, contact:

**Brenda Schramm**

802-379-7267

Email: [brenda.schramm@vaeyc.org](mailto:brenda.schramm@vaeyc.org)

### For Reviewer Use Only

Date Received: \_\_\_\_\_ Invoice #: \_\_\_\_\_

Reviewed/approved: \_\_\_\_\_ Date: \_\_\_\_\_

Payment entered: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Application #: \_\_\_\_\_ Agreement #: \_\_\_\_\_

### Program Manager Approval/Denial

Approved: \$ \_\_\_\_\_  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name(Print): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Program License/Registration # \_\_\_\_\_ BFIS Quality and Credential Account Number: \_\_\_\_\_

Name of Northern Lights at CCV Resource Advisor or career counselor (*required for anyone at Career Ladder Levels I and II or not on the Vermont Career Ladder*):

### I am:

- A registered/licensed Family Child Care Home (FCCH) provider or staff
- A licensed center staff/director at a Center Based Child Care and Preschool Program (CBCCPP) or Afterschool Program (ASP)

# Vermont Child Development Division

## College Tuition Assistance Grant

Please answer the questions below:

### 1) Tuition (grant funding is for tuition costs only, except APL) up to \$1,000:

- What is the total cost of college tuition (excluding books or fees) for this course? \$ \_\_\_\_\_  
How many course credits? \_\_\_\_\_ Prior Learning Assessment?  yes  no
- How much tuition assistance have you received from other sources towards this course/semester?  
Grants: \$ \_\_\_\_\_ Loans: \$ \_\_\_\_\_ for the course / semester (*circle one*)
- How much tuition assistance are you requesting from this grant? \$ \_\_\_\_\_

### 2) Have you received a CDD college tuition grant in the past? Yes No

What year(s)? \_\_\_\_\_ For what amount? \_\_\_\_\_

### 3) College course information:

Name of Course: \_\_\_\_\_

College/University: \_\_\_\_\_

Course Number: \_\_\_\_\_ Number of Credits: \_\_\_\_\_ Semester & year: \_\_\_\_\_

### 4) I am pursuing a:

- College degree to achieve:  AA  BA/BS  MA/MS

Name of degree program: \_\_\_\_\_

Name of College/University: \_\_\_\_\_

I am a:  full-time student  part-time student

### Non-degree course to achieve:

College preparatory coursework (such as Dimensions of Self & Society at CCV, etc)

Credential:  Program Director  Child Development Associate  Afterschool Credential

Program Director Licensing Requirements

Vermont Early Childhood Career Ladder Level. Which level? \_\_\_\_\_

Vermont Teacher Licensure in:  Early Childhood or  Early Childhood Special Education

Related credits (only available for those who already have a degree)

### 5) Attach all of the following information (check when complete):

- One Recommendation Letter from a non-relative addressing your character, initiative, leadership potential; education and work ethic; talent and/or potential for success, and your commitment to your career and commitment to higher education.

*Continued on next page*

## Vermont Child Development Division College Tuition Assistance Grant

Attach an essay (maximum one page) that explains your commitment to the field of early care and education.

Describe the following (one paragraph per item):

- #1 - Your short and long-term professional goals and how they relate to your career in Vermont;
  - #2 - Information on how this course connects with your career goals; and
  - #3 - (for those who have not taken a college course), describe what you have done to determine you are ready for a college course (eg. working with a Resource Advisor or Adult Basic Education, took Accuplacer or equivalent assessment test, took college prep coursework such as Dimensions of Self & Society, etc)
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- Make sure any college transcript(s) have been verified through Northern Lights and are in your BFIS Quality and Credential account for any college course work completed. (Go to <http://dcf.vermont.gov/childcare/providers/bfis> for more information about entering your information into BFIS). To demonstrate academic achievement, a passing grade of C- or better is required. If you did not successfully pass a course in your two most recent semesters, send an explanation of why you believe the outcome will be different this time.
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- Current Individual Professional Development Plan (IPDP). The IPDP must contain a self-assessment, goals, strategies/resources, and timelines. IPDP forms can be downloaded from [www.northernlightscdc.org](http://www.northernlightscdc.org).
    - Check here if you have an up-to-date professional development plan in your BFIS Quality and Credential account (preferred). If so, you do not need to send a copy with the application.
- 
- Course Description with identified objectives which relate to caring for children or part of a degree program.
- 
- Copy(ies) of any or all completed financial aid forms and related acceptance or denial letter(s).
    - For degree students - include an award or denial letter from the college's financial aid office, including the federal PELL grant, and the Vermont grants.
    - For non-degree students - include an award or denial letter from VSAC for the Vermont Non-Degree Grant.
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- A brief statement of your need for financial assistance. (Why do you need this grant?)
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- A document from the college/university that shows the cost of the course.

# Vermont Child Development Division College Tuition Assistance Grant

## Certification

### ***Please sign the certification below:***

I certify that the information contained in this application is true and correct; I also certify that the following statements are true:

1. My program will comply with applicable eligibility criteria of the Child Care Development Fund including not discriminating or barring participation on the basis of race, religion, sex, color, handicap or national origin.
2. I have worked directly with children at a CDD regulated child care facility for the past three months.
3. I am a Vermont resident or work with a Vermont regulated early childhood program. I plan to work in Vermont regulated child care or afterschool care setting in a direct care position serving children for at least one year after receiving any grant funds from the CDD.
4. I am not currently a Vermont T.E.A.C.H. scholarship recipient.
5. I am not a public-school employee who is paid on the teacher salary schedule for my work in the regulated care setting.
6. The program I work in is in good regulatory standing with the Child Development Division, which means that I also certify that within the past twelve months all regulatory violations are corrected, no "Parental Notification Letters" have been mailed and the program does not have a pattern of repeated regulatory violations with the CDD or I have attached a letter explaining why my program is not in good regulatory standing.
7. I have verified that my application is COMPLETE with all required documentation.
8. I understand that if I will be required to show proof that I was successful taking this course. If I drop or fail the course, I will need to reimburse any grant funds I am awarded.
9. I do not owe any funds to the State of Vermont and am in good standing with the Vermont Department of Taxes.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Be sure to sign the certification above.*

*Keep a copy of your completed application for yourself, and mail the original application and all attachments to:*

**Vermont Association for the Education of Young Children (VTAEYC)  
145 Pine Haven Shores Road, Suite 1161  
Shelburne, VT 05482**