



### STUDENT GRANT APPLICATION FOR BOOK AND EQUIPMENT SUPPORT

Return completed applications to [foundation@rtc.edu](mailto:foundation@rtc.edu)

**Grant Purpose:** To help cover the cost of books, fees, tools, and equipment for current students in college degree or certification programs, who have completed as least **ONE quarter** of instruction at RTC. Please allow 1-2 business days to process requests.

**Grant Details:** *The maximum amount that can be awarded is \$500 per student, during a school year.* If you request funds that are less \$500, you may make additional requests in upcoming quarters until you reach \$500.

**Steps to complete:**

- Complete the application. Only completed applications will be considered.
- You need to list a current instructor or advisor as a reference.
- Provide a copy of your Class Schedule.
- Provide a copy of Required Course Materials from your instructor confirming the costs of items you are requesting.

**Application process:**

1. Turn in your completed application either to the Foundation office, Building C, Room 112, or via email to [foundation@rtc.edu](mailto:foundation@rtc.edu)
2. The Foundation will verify your eligibility for the grant with the Financial Aid Office.
3. You will be notified via the email address in the application.
4. If awarded a grant, an account will be setup with the Bookstore, or the Foundation will purchase your items directly from the vendor. Laptops can be purchased through the RTC Bookstore, only after Required Course Materials have been purchased first.
5. The RTC Foundation does NOT issue checks directly to you, or reimburse you for past purchases.

**Student Information**

Student Name:		Student ID Number
Address:		Birthdate:
City:	Zip:	
Phone Number:	Email:	
Program:	Planned Graduation Date (Month/Year):	
Date (month/year) you completed your first quarter at RTC:	Name of instructor or advisor we can contact as a reference:	

<b>FOR FOUNDATION USE ONLY</b>	DIRECTOR'S APPROVAL: _____	F.A. Approval: _____
Emailed F.A.: _____	Emailed B.O.: _____	Emailed Student: _____
Vendor does not accept checks, pay by: _____		



How did you hear about the Book & Equipment Support grant?

How will this support help you stay in school?

Why did you choose your current program?