



STUDENT BOOK & EQUIPMENT SUPPORT GRANT APPLICATION

Please email completed application to foundation@rtc.edu, Attn: Teresa Woods

Purpose: Book/equipment grants are provided to support students who are **currently enrolled at RTC and have completed at least one quarter of course or certification work**. Funds are awarded based on the following:

- First come, first served (only accepting completed application)
- **Spring 2020 Tuition Grant** due to COVID-19 hardships. Students without financial aid and/or who are at end of their program will be given preference
- Your financial need
- Recommendation from your instructor, adviser or faculty member
- You can receive a maximum of \$500 per academic school year for books; AND \$500 for spring tuition

Grant Awards: Checks will be made payable only to the RTC bookstore or the applicable vendor. Students cannot be reimbursed for past expenses. Please allow 3-5 business days for the Foundation to process your request. You may request support one time per quarter. If you request funds that are less \$500, you may make additional support requests in upcoming quarters until you reach \$500.

Application Steps:

1. Submit all completed application materials. **Only complete packets will be considered for assistance.**
 - ☐ Student Information
 - ☐ Budget
 - ☐ Additional Questions
 - ☐ Proof of Income
 - ☐ Letter of Recommendation from RTC faculty or staff
 - ☐ Copy of Class Schedule
 - ☐ Copy of Required Materials confirming proof of cost
2. Return packet to the Foundation office, Building C, Room 112 for review by the Director.
3. The Foundation office will verify your eligibility with Financial Aid.
4. You will be notified of approval or denial by email. Please allow 3-5 business days for processing.

Student Information	
Student Name	Student ID Number REQUIRED
Amount Requested:	Quarter Requested:
Address:	
City:	Zip:
Phone Number:	Email:
Program:	
What quarter and year did you start taking classes at RTC?	Expected Graduation Date:
What type of support are you requesting? <i>(Please mark all that apply)</i>	
☐ Book & Equipment Grant ☐ Spring 2020 \$500 Tuition Grant	

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



STUDENT BOOK & EQUIPMENT SUPPORT GRANT APPLICATION | Budget Form

Information you provide is kept confidential and only used to determine your eligibility for an emergency grant.

NAME: _____

NUMBER OF PEOPLE IN HOUSEHOLD (self + dependents): _____

Do you have any income, including work study or unemployment? _____

If yes, please be sure to attach a copy of your pay stub or statement of benefits to the application.

Have you ever been in Foster Care? This includes in any state _____

AVERAGE MONTHLY EXPENSES FOR HOUSEHOLD	
EXPENSE	AMOUNT
Rent/Mortgage (total)	
Utilities (gas, electric, water, etc.)	
Food (total)	
Transportation (gas, bus, auto repairs)	
Child Care (total)	
Phone (cell, internet)	
Other monthly expenses	
TOTAL MONTHLY EXPENSES	

AVERAGE MONTHLY INCOME OF HOUSEHOLD	
INCOME	AMOUNT
Wages/Salary (after taxes)	
Food Stamps	
Housing Subsidy	
Childcare Subsidy	
Child Support Received	
Other sources of income (Please list)	
TOTAL MONTHLY INCOME	
TOTAL MONTHLY EXPENSES	
TOTAL MONTHLY BUDGET (Income minus expenses)	

RTC provides equal opportunity in education & employment & doesn't discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, perceived or actual physical or mental disability, pregnancy, genetic information, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal. For inquiries regarding the non-discrimination policies, contact: Executive Director of Human Resources, [\(425\) 235-7873](tel:425-235-7873). To receive information in an alternative format, contact Disability Resource Services at [425-235-2352](tel:425-235-2352) ext. 5705.



STUDENT BOOK & EQUIPMENT SUPPORT GRANT APPLICATION | Additional Questions

NAME: _____

1. Do you have any income, including work study or unemployment? If yes, please attach proof of income.
2. Why did you choose your career training program?
3. We would like to get to know who you are as a student. Please name an RTC instructor, adviser, or staff member who can speak about your commitment to your studies. It can be someone you work with now or have worked with in previous quarters.
4. We understand that life circumstances can create financial challenges. Please share with us what created the need for book/equipment funds.
5. Is there anything else about your budget that we should know? If you left the budget section blank or mostly empty, please explain why.