

## Stipend Qualifying Form

Participant Name: \_\_\_\_\_ last 4 ssn# \_\_\_\_\_

Participant Address: \_\_\_\_\_

I am NOT taking an on-line Course

I do NOT receive unemployment

My class is a Hybrid class. *{combination of on-line and in-person classes}*

In order to qualify for a \$15 stipend daily for class, you cannot be receiving unemployment or taking an on-line class. Because you stated NO to both of these questions, you qualify for a stipend monthly.

Failure to submit your signed stipend form within 90 days of the due date indicated for that payment period will result in non-payment, deeming your stipend form null and void, as indicated on the actual stipend sheets. \_\_\_\_\_ **initial**

We encourage you to submit each sheet on its intended due date; **do not hold them for a lump sum disbursement.** \_\_\_\_\_ **initial**

If your stipend form is submitted after the indicated due date located on the actual stipend sheet, your form will not be processed until the next pay-out cycle, causing a delay in the receipt of your stipend payment. \_\_\_\_\_ **initial**

The instructor should sign your stipend sheet after each in-person class attended. Instructors should not sign and date your sheet before an attended class. If your stipend sheet is pre signed and dated by the instructor, it will not be accepted. \_\_\_\_\_ **initial**

My signature below indicates that I have been informed of and understand the information contained on this form. I certify under penalty of perjury that all of the above information is true and complete. I agree that any information I have supplied is subjected to verification.

I understand that falsification of any item is grounds for termination from the program and may result in action to recover any monies paid to me while participating.

Participant Signature: \_\_\_\_\_

Scholarship Office/Representative Signature: \_\_\_\_\_