



## **Dr. Mark A. Ellis Scholarship in Medical Assisting Application**

Athens Technical College (ATC), will award the *Dr. Mark A. Ellis Scholarship in Medical Assisting*, funded by the ATC Foundation, for the 2012-2013 academic year. This application is for the fall 2012 cohort. The Financial Aid Office, in Room H-700, will start the application process during spring semester of 2012. The applicant awarded the scholarship will have the funds available for the student's tenure in the medical assisting program. This application is for:

***Dr. Mark A. Ellis Scholarship in Medical Assisting* – a student must be accepted to the Medical Assisting (MA) program beginning Spring 2012, have a minimum of two terms remaining to completion of the MA program, currently in good academic standing with the college, and must show financial need**

The Dr. Mark A. Ellis Scholarship is awarded to cover the cost of tuition, fees, books, living expenses, and other costs associated with attendance for the duration of enrollment at ATC. Applicants with the most need will be considered first. The maximum amount of the scholarship is currently **\$5,000** which can be used by the Ellis Scholar as needed. The scholarship is disbursed on a by-term basis.

The **requirements for the Ellis Scholarships are:** **1.** Complete an application, **2.** Write a letter to the Scholarship Selection Committee, **3.** Complete a resume', **4.** Request a letter of recommendation from the Medical Assisting Program Chair or instructor at ATC, **5.** must be accepted and currently enrolled in the MA program, and currently in good academic standing with the college (students sign a release form for the Financial Aid Office to get their ATC transcript), **6.** and have a current FAFSA on file

ATC will permanently withdraw any remaining scholarship funds if a student is out of good academic standing, or if the student graduates or leaves ATC for two consecutive terms. A student will be required to reimburse their scholarship if they withdraw from classes within seven calendar days of the start of the term, or if they drop a course during the official drop/add period.

**To process scholarships, students must visit the Financial Aid Office, Room H-700,** and see the Scholarship Representative **EACH Term** to fill out the appropriate paper work. Financial Aid will NOT disburse scholarship funds without the signature and permission of the student.

**Applications for the Dr. Mark A. Ellis Scholarship must be received in the Financial Aid Office, Room H-700, by Wednesday, April 25, 2012 at 4:00 PM.** The Recipient of the Scholarship is awarded and notified by mail by the end of spring semester.

### Application Checklist

#### **1. Biographical Information**

- Student Name (*first,middle,last*): \_\_\_\_\_ Date: \_\_\_\_\_
- Student Program: \_\_\_\_\_
- ATC Student ID: \_\_\_\_\_
- Current Mailing Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

**(Continued on Reverse Side)**

**2. Resume** (please attach a resume to the application packet, which *MUST* include the following information)

- Name
- ATC Student ID
- Current Mailing Address and Email Address
- Education Background
- Work History
- School or Community Activities and Awards
- Honors, Recognitions, and Awards

**3. Letter of Recommendation** (please attach a letter of recommendation to the application packet)

Applicants must obtain a letter of recommendation for the Dr. Mark A. Ellis Scholarship in Medical Assisting from the MA director or instructor.

**4. Letter to Selection Committee** (please attach a letter to selection committee to the application packet, which *MUST* include the following information)

- General Information about applicant
- Applicant's Educational and Professional Goals
- Why Applicant chose ATC
- Why Applicant feels they should receive the Dr. Mark A. Ellis Scholarship in Medical Assisting
- Attributes you possess that show evidence of good citizenship, work ethics and school and community leadership

**5. Transcript Request/Student Signature**

As an applicant for the Dr. Mark A. Ellis Scholarship, I give the ATC Financial Aid Office permission to have a copy of my academic transcript printed and distributed to the Selection Committee as part of my scholarship application package.

Also by signing this application, I certify that all the information is complete, correct, and true. If it is discovered that I purposely gave false or misleading information on my application I understand that any Dr. Mark A. Ellis Scholarship monies to be paid or already paid on my behalf will be revoked and must be reimbursed to ATC.

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

**Please return completed application packet to (Room H-700), the Financial Aid Office by Wednesday, April 25, 2012 at 4:00 PM.**

*To be filled out by the Financial Aid Office:*

Criteria to meet the basic eligibility requirements:

- Eligible Program
- Currently Enrolled
- Resume Attached
- Letter of Recommendation Attached
- Letter to Selection Committee Attached
- ATC Transcript indicating that you are currently in Good Academic Standing with ATC
- Current FAFSA on file

Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As set forth in its student catalog, Athens Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstance permitted or mandated by law). Awards contingent upon availability of funds.