

Scholarship Participation Agreement

In the event I am awarded a Prime Time Professional Development Scholarship, I agree to:

- Notify Prime Time of any changes in my work status. I understand that if I am no longer employed with my afterschool program during the time of my scholarship award, and I do not notify Prime Time, I may affect future Prime Time scholarship eligibility.
- Attend and complete all required coursework, conference, workshop or seminar sessions.
- Notify Prime Time in writing within 15 business days of the event start date if I am unable to attend a conference, workshop, seminar or event for which I received a scholarship. Failure to do so may affect future Prime Time scholarship eligibility.
- Notify Prime Time in writing if I am unable to attend a class for which I received a scholarship. I must contact the college and drop the class immediately. In addition, I must submit proof that I have dropped the class within three business days of the class start date. I also must return my books within the drop/add period or I will forfeit future Prime Time scholarship benefits, and I will be liable for said book fees. Failure to do so may affect future Prime Time scholarship eligibility.
- Submit proof of completion within 10 business days after the event end date. For classes, proof of completion is my unofficial student transcript and a copy of my DCF transcript, if applicable. In addition, if I have completed the Foundations of Advancing Youth Development course I will submit the certificate I received upon completion of the course. For conferences and events, proof of completion is a copy of my certificate of attendance with the presenters' signature. Failure to submit scholarship follow-up information may affect future Prime Time scholarship eligibility.

I (applicant name – please print): _____

attest that the information contained in this application and the supporting documentation are true to the best of my knowledge. I allow Prime Time staff to access and review my training and education transcripts. I acknowledge that Prime Time Palm Beach County, Inc. will store my demographic and educational information in a secure database and that Prime Time conforms to the regulations of the Family Educational Rights and Privacy Act (FERPA) for maintaining and protecting students' records, as outlined in the Scholarship Handbook.

Signature: _____ Date: _____

If you are taking Palm Beach State College classes, please complete this section.

In signing this scholarship application, I am also giving permission for Palm Beach State College to transmit my personal identifiable student information such as registration status, courses and grades to Prime Time Palm Beach County for the following term(s):

PBSC Student ID: _____ Fall Term Spring Term Summer Term

Your agency/center director must complete the following section in order for you to be considered for this scholarship. If you are the director of your program, you must obtain the signature of your supervisor.

I am the out-of-school-time program director, supervisor, principal or person authorized to provide employment verification. I attest that the information I have provided is true and correct. In addition, in the event my employee is awarded a scholarship I agree to notify Prime Time of any changes in my employee's work status, especially if he/she is no longer employed at the agency/center.

_____ Authorized Supervisor's Printed Name	_____ Authorized Supervisor's Signed Name
_____ Job Title	_____ Date

Fax this form to 561-327-4882. If you have any questions, please contact Nicole Tarsia, Professional Development Scholarship and Incentives Specialist, at ntarsia@primetimepbc.org or 561-600-9527.