



Adult Learner Scholarship (ADLS)

Supporting Advancement and Career Mobility through Post-Secondary Education.

The **Adult Learner Scholarship (ADLS)** provides support for **new**, **non-traditional**, or **returning adult** students. Applicants should be passionate about economic and social justice, public policy, workforce development or philanthropy. Additionally, they must be an active volunteer or employee at any community-based organization, advocacy group, non-profit or union, and demonstrate how this experience has inspired them to continue their education. The scholarship may cover the cost of tuition and fees up to \$3,000.00 per semester.

Eligibility Requirements

Financial Need	Based on income guidelines and FAFSA*
Program	Undergraduate or graduate degree
Enrollment	Minimum 3-credits – fall, spring, or summer

*Households with a combined federal adjusted gross income of less than \$120,000.00 per year are eligible. Awardees are required to complete a FAFSA per each academic year.

Application Requirements

Applicants must submit a personal statement that demonstrates how their current employment or volunteer work has inspired them to continue their education and be a champion for economic and social justice, public policy, workforce development or philanthropy. The personal statement should also highlight their academic or career goals.

Additionally, applicants must provide one recommendation from their supervisor. The recommendation should discuss the applicant's strengths or achievements and how these fit in with the core values of the CUNY School of Labor and Urban Studies.

Essay	Thematic
Recommendations	One professional reference from an employer or supervisor from a listed community-based organization, advocacy group, non-profit or union

Deadline **Fall 2020 Monday, May 18, 2020**

Applications are opened for new students entering in the fall and spring semesters.



Submission Instructions

Submit the application, FAFSA confirmation page, and personal statement to: scholarships@slu.cuny.edu. Remember, recommendations are submitted via email. **Applicants must be sure to remind their employer or supervisor of the application deadline.**

Applications are acknowledged within 48-hours of submission. Students should notify the Scholarship Office if they do not receive a submission confirmation within 48-hours by calling (212) 642-2083.

Awarding

The CUNY School of Labor and Urban Studies will review scholarship applications against the stated criteria and overall completeness. **Awardees will be notified by: June 1, 2020 via their college email address.**

- Adult Learner Scholarships are packaged by the Office Fellowship and Financial Aid. Disbursement may be scheduled any time after the withdrawal period.
- Awardees that cancel their enrollment or withdraw may no longer be eligible for the Adult Learner Scholarship. Additional details are listed in the FAQ.
- Adult Learner Scholarships are only applied to the cost of tuition and fees at the CUNY School of Labor and Urban Studies. Stipends or refunds from this award are prohibited. Tuition and fee costs exceeding \$3,000.00 per semester are the responsibility of the student.
- Adult Learner assumes last payer priority to eligible federal and state grants and employer sponsored benefits. For example, an awardee receives a Federal Pell Grant for \$1,000.00 towards their tuition/fees totaling \$2,000.00. Adult Learner then pays \$1000.00.
- Awardees need not reapply but are required to complete a FAFSA each academic year to assess financial need. Households exceeding \$120,000.00 in combined federal adjusted gross income will no longer meet the financial need requirement and the scholarship will be terminated.
- The minimum GPA for an undergraduate is 2.0 and graduate is 3.0. Awardees will be placed on academic warning at the point in which their GPA falls below the stated thresholds. The awardee will have one additional semester to raise their GPA to the minimum required. If not, the scholarship will be terminated indefinitely.



Adult Learner Scholarship (ADLS) **Application**

Supporting Advancement and Career Mobility through Post-Secondary Education.

Last Name			First Name	
Middle Initial			EMPLID	
Address				
City		State		
Zip				
Phone #				
Student Email				
Personal Email				
Degree Program				
Employee or Volunteer at				

☐ **FAFSA**

Your FAFSA must be completed at the time of submission. Attach your FAFSA confirmation page. Applicants with a combined federal adjusted gross income of less than \$120,000.00 per year are eligible.

Visit <https://studentaid.ed.gov/sa/fafsa> to get started. When completing the FAFSA, the Title IV School Code is **004765** under the CUNY Graduate School and University Center. If you have questions while completing the FAFSA form, you may contact the FAFSA help line at (800) 433-3243.

☐ **Personal Statement**

Submit a typed essay (maximum 1000 words) and be sure to highlight your academic and career goals. Consider the following questions. How has your current employment or volunteer work inspired you to be a champion for economic or social justice, workforce development, or philanthropy? How did this experience impact your decision to continue your education at the CUNY School of Labor and Urban Studies? How do you want to grow personally or professionally?



☐ **Recommendation Letter**

Provide one recommendation from your employer or supervisor at your listed community-based organization, advocacy group, non-profit, or union.

Provide the recommendation form included with this application to each recommender. Submission instructions are contained within. Recommendations are only be accepted via email. Please be sure to communicate the application deadline to the recommender.

☐ **Important Information**

APPLICATION DEADLINE: Fall 2020 Monday, May 18, 2020

- Submissions are final. Supporting documents not included with the original application may not be considered.
- Late or incomplete applications will not be accepted or reviewed. There are no exceptions.
- The Awards Committee is authorized to review and select recipients for institutional awards. Decisions are final.
- Falsification of information will automatically disqualify the applicant from receiving any scholarships.
- Students agree that if awarded a scholarship, the CUNY School of Labor and Urban Studies may share their name and scholarship information with the local media, television, radio and/or the College website.

I, the undersigned, have read and understood the terms of this application. I hereby certify that this form and any attachments are truthful and that I am the person whose details have been provided.

Signature

Date



Adult Learner Scholarship (ADLS)

Recommendation Form

Supporting Advancement and Career Mobility through Post-Secondary Education.

Name of Scholarship Applicant

Dear Recommender,

Please complete this form and your written reference (PDF attachment) by: May 18, 2020
Submit electronically via email to scholarships@slu.cuny.edu. Paper submissions are not accepted. Thank you for your time and attention. Questions? (212) 642-2083

Name of Recommender _____

Signature of Recommender _____

_____/_____/_____
Month Day Year

Position or Title _____

School or Firm _____

Address _____
Number and Street City State Zip Code

Telephone (_____) _____
Area Code Number

Please include the following in your written recommendation:

1. How does the applicant's strengths or achievements fit in with the core values of the CUNY School of Labor and Urban Studies? The core values include access to education, diversity at every level, social justice, and equality for all.
2. What are some qualities the applicant possesses that would be enriched by continuing their education in labor or urban studies?



Adult Learner Scholarship (ADLS) FAQ

Supporting Advancement and Career Mobility through Post-Secondary Education.

1. WHERE CAN I OBTAIN THE ADLS APPLICATION?

The application is available on the CUNY School of Labor and Urban Studies website. If you cannot download the application, contact the CUNY SLU Helpdesk at ITHelpDesk@slu.cuny.edu

2. WHO CAN I CONTACT FOR APPLICATION ASSISTANCE AND SUPPORT?

Questions related to the Adult Learner Scholarship should be directed to scholarships@slu.cuny.edu or (212) 642-2083. Questions about your Financial Aid package should be directed to financialaid@qc.cuny.edu or (212) 817-7460.

3. ARE PAPER APPLICATIONS ACCEPTED?

No, all applications **must be submitted electronically** via email to scholarships@slu.cuny.edu by 11:59 p.m. EST, on the deadline. A paper copy of the online application **will not be accepted**. A Student Services Representative will confirm the receipt of the application within 48 hours.

Pay attention to deadlines. Late or incomplete applications will not be accepted or reviewed. Exceptions are never made.

4. WHAT ARE THE MINIMUM ELIGIBILITY REQUIREMENTS FOR ADLS?

- Applicants must be newly admitted students enrolled in a degree or certificate program.
- As determined by the FAFSA, applicants are eligible if their combined federal adjusted gross income is less than \$120,000 per year.
- Graduate students must maintain an overall GPA of 3.0 or better; Undergraduates 2.5 or better.

5. WHAT ARE THE MINIMUM APPLICATION REQUIREMENTS FOR ADLS?

- Complete a FAFSA and provide the confirmation page.
- Write a qualifying personal statement.
- Acquire a recommendation from an employer or supervisor.



6. DO ONLY FULL-TIME STUDENTS QUALIFY FOR ADLS?

No, the minimum credit load is 3 credits. Applicants must be pursuing a certificate, advanced certificate, bachelors or master's degree at the CUNY School of Labor and Urban Studies and registered for at least one class.

7. CAN I APPLY FOR ADLS IF I RECEIVE TUITION ASSISTANCE FROM OTHER SOURCES?

Yes, however, full financial aid (excluding federal or private student loans) will prorate ADLS to \$0. ADLS is a last payer, which means it will cover the difference in tuition after financial aid is applied (excluding federal or private student loans). For example, an awardee receives a Federal Pell Grant for \$1,000 towards their tuition and fees totaling \$2000.00. ADLS then pays \$1000.00.

8. HOW ARE ADLS RECIPIENTS SELECTED?

The Awards Committee will score applications based on the stated criteria and overall completeness. Decisions are final.

9. HOW ARE ADLS RECIPIENTS NOTIFIED?

The Awards Committee will render a decision at least one week prior to the new semester. The awardee will receive a notification to their College email.

10. HOW MUCH DOES ADLS PAY IN TUITION AND FEES?

The maximum award an applicant can receive is \$3000.00.

11. HOW IS ADLS PAID?

The Office of Fellowships and Financial Aid will credit scholarships directly to recipients' tuition bill any time after the semesters last enrollment day. Applicants must use outside grants, scholarships or employer benefits first. ADLS pays any remaining balance under \$3000.00. ADLS is non-refundable. Therefore, awardees whose bill is paid in full by an outside grant, scholarship or employer benefit no longer have financial need as defined by the ADLS application and the scholarship is cancelled for that semester.

12. CAN ADLS BE ALLOCATED TO PAY OTHER EDUCATIONAL COSTS?

No, ADLS cannot be used for prior debts, textbooks, transportation, or other college related expenses.



13. CAN I RECEIVE A REFUND IF ADLS PAYMENTS EXCEED THE COST OF MY TUITION AND FEES?

No, ADLS is derived from qualified charges and financial aid (excluding federal or private loans). Refunds are not permitted.

14. HOW MANY ADLS RECIPIENTS ARE THERE PER SEMESTER?

No more than fifteen (15) awardees are chosen per the fall and spring semesters. Additionally, no more than thirty (30) awardees are chosen each academic year.

15. ARE ADLS FUNDS RESCINDED IF I DROP OR WITHDRAW FROM COURSES?

Awardees that drop or withdraw from all courses in the semester in which they received ADLS will not lose funding. However, the scholarship will be indefinitely cancelled for all subsequent semesters. Students with extenuating personal circumstances should follow the approved appeal process to reinstate their awards.

16. HOW MANY TIMES CAN STUDENTS REAPPLY FOR ADLS?

ADLS awardees need not reapply. Eligibility is assessed per semester. The FAFSA, however, is required per each academic year for students who wish to continue receiving ADLS benefits.

17. WHAT HAPPENS IF MY FAFSA CHANGES?

Awardees who exceed the minimum adjusted gross income for the academic year will not receive ADLS payments, but the scholarship opportunity will not be cancelled indefinitely. Each academic year, the FAFSA will be assessed to determine whether the awardee is eligible to receive benefits.

18. WHAT HAPPENS IF MY GPA FALLS BELOW THE MINIMUM?

The minimum GPA for an undergraduate is 2.0 and graduate is 3.0. Awardees will be placed on academic warning at the point in which their GPA falls below the stated thresholds. The awardee will have one additional semester to raise their GPA to the minimum required. If not, the scholarship is cancelled indefinitely.