



LEAP to Teacher Scholarship (LTTS)

Empowering Paraprofessionals and Teachers by Breaking Down Financial Barriers

The LEAP to Teacher Scholarship (LTTS) was created to help **full-time/part-time paraprofessionals** or **teaching assistants** employed with the **NYC Department of Education**. Applicants must be admitted and enrolled graduate students in a **teacher shortage area** at LTTS collaborating campuses: **Brooklyn College, College of Staten Island, Lehman College, and Queens College**. LTTS provides up to \$1,000.00 in support for **new** and **continuing** students with financial need. Awards are determined per semester. Students are encouraged to reapply each term if they have a demonstrable need.

Eligibility Requirements

Employment	Full/part-time paraprofessional or teaching assistant with the NYC Department of Education *
Financial Need	Based on FAFSA * * Satisfactory Academic Progress * * *
Program	Graduate degree in teacher shortage area at Brooklyn College, CSI, Lehman College, and Queens College.
GPA	Minimum 3.0
Enrollment	Registered for a minimum of 3-credits per upcoming fall or spring semester.

* Employment verification required.

* * Student Aid Report (SAR) required.

* * * Satisfactory Academic Progress (SAP) indicates successful completion of coursework towards a degree. Students must resolve incomplete coursework (INC) prior to application submission. Applications submitted with outstanding incompletes will be denied.

Application Requirements (see details on page 3-4)

- **Employment verification.** This must be on official letterhead and signed by Human Resources at the Department of Education or the school’s principal.
- **Student Aid Report (SAR).** Once you complete a FAFSA, you must submit a SAR with your LTTS application.
- **Qualifying Essay.** Applicants are required to submit a 500 to 1000-word statement of financial need. This should explain why the applicant would benefit from being awarded LTTS.
- **Proof of admission and undergraduate transcripts (newly admitted students only).** If you are a newly admitted student, proof of admissions and a copy of your undergraduate transcript should be submitted with your LTTS application. .



Application Deadline To be announced

Applications are opened for new students entering in the fall and spring. Late applications are not accepted. Incomplete applications are denied.

Submission Instructions

Submit the application, Student Aid Report (SAR), proof of admission (new admitted students only), and statement of financial need to: scholarships@slu.cuny.edu.

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 – (646) 313-8514.

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: To be announced via the email address provided on the application.

- LEAP to Teacher (LTTS) is packaged by your Financial Aid Office. Disbursement may be scheduled any time after the add and drop period.
- Awardees who cancel their enrollment or withdraw may no longer be eligible for LTTS. Additional details are listed in the FAQ.
- Students **must remain employed as a paraprofessional or teaching assistant** for the duration of the semester in which the award is granted.
- LTTS is only applied to the cost of tuition and fees at participating CUNY campuses. Stipends or refunds from this award are prohibited. Tuition and fees costs exceeding the maximum allowable benefit are the responsibility of the student.
- LTTS assumes last payer priority to eligible federal and state grants and employer sponsored benefits. For example, an awardee receives another scholarship or grant for \$1,500 towards their tuition/fees totaling \$2,000.00. LTTS then pays \$500.00.
- Students must reapply each semester. The FAFSA is required each academic year to assess financial need.
- The minimum GPA is 3.0.



LEAP to Teacher Scholarship (LTTs) Application

Empowering Teaching Professionals by Breaking Down Financial Barriers

New Applicant Returning Applicant

Last Name			First Name		
Middle Initial			DOE Employee ID		
Address					
City		State			
Zip					
Phone #			GPA		
Student Email					
Personal Email					
College of Attendance				CUNY EMPLID	
Program of Study					
GPA	If applying as a new student, indicate your BA cumulative GPA.				

EMPLOYMENT VERIFICATION

Official letterhead and signed by Human Resources at the Department of Education or the school's principle. **Please include your DOE Employment ID and attach your employment verification.**

FAFSA

Your FAFSA must be completed at the time of submission. Attach your Student Aid Report (SAR).

Awardees are required to complete a FAFSA per each academic year. To get started, visit: <https://studentaid.ed.gov/sa/fafsa>. When completing the FAFSA, be sure to include the correct school code for your campus.

College	School Code	College	School Code
Brooklyn College	002687	Lehman College	007022
College of Staten Island (CSI)	002698	Queens College	002690



For more information about the SAR, please visit: <https://studentaid.ed.gov/sa/fafsa/next-steps/student-aid-report> . If you have questions while completing the FAFSA form, you may contact the FAFSA help line at (800) 433-3243.

STATEMENT OF FINANCIAL NEED

Submit a 500-1000-word essay on how you will benefit from receiving the LEAP to Teacher Scholarship. Be sure to include the following:

1. Introduce yourself. For example – are you the first in your family to go to college? Are you financially or economically disadvantaged?
2. Explain how you are paying for college now. Detail what steps you have already taken to pay for your education, such 529-Savings Plan or student loans.
3. Explain difficulties you are having in meeting your needs – this is the place to talk about circumstances in your life that impact your ability to pay for your education. For instance, there may have been changes in your family's income, unanticipated expenses or a shortfall in your finances. In this area, you can also provide information to show that you handle funds responsibly. For instance, have you already paid for a semester, or a year, by your own efforts?
4. Talk about how you would benefit from the scholarship. How will this scholarship help you achieve you academic or career goals?

IMPORTANT INFORMATION

APPLICATION DEADLINE To be announced

- 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



LEAP to Teacher Scholarship (LTTS) FAQ

Empowering Paraprofessionals and Teachers by Breaking Down Financial Barriers

1. WHERE CAN I OBTAIN THE LTTS APPLICATION?

The application information and the application form are posted at the CUNY School of Labor and Urban Studies [website](#). Read the guidelines carefully and complete the application thoroughly. Pay attention to deadlines. Incomplete or late applications will not be accepted nor reviewed. If you cannot download the application, contact the CUNY SLU Helpdesk at ITHelpDesk@slu.cuny.edu. For more information on LTTS, [click here](#).

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

Questions related to the LEAP to Teacher Scholarships should be directed to scholarships@slu.cuny.edu. Questions about your Financial Aid package should be directed to your campus Financial Aid Office.

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 scholarship 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 LTTS?

- ✓ Full or part-time paraprofessionals / teaching assistants at NYC Department of Education at the time of application and during the semester receiving the scholarship. **Verification of Employment from the Human Resources division of the NYC Department of Education is required.**
- ✓ New or a continuing graduate student in a teacher shortage area at the LEAP to Teacher campuses: Brooklyn College, College of Staten Island, Lehman College, and Queens College. **Proof of admission and a copy of the undergraduate transcripts for newly admitted students are required.**
- ✓ Complete a Free Application for Federal Student Aid (FAFSA) form and submit your Student Aid Report (SAR).
- ✓ Meet Satisfactory Academic Progress (SAP) and maintain a minimum overall GPA of 3.0 or better. Outstanding INC grades should be resolved prior to application submission.



Please Note – Prior SLU LTT awardees who cancelled their enrollment (i.e., withdrawal) in a qualifying semester may be required to provide additional information to determine eligibility. The scholarship committee will notify the applicant if such material is required.

5. WHAT ARE THE MINIMUM APPLICATION REQUIREMENTS FOR LTTS?

- ✓ A Verification of Employment (VOE) is required with your application. The VOE must be on official letterhead and signed by Human Resources at the Department of Education or the school's principle.
- ✓ Complete a FAFSA and provide the Student Aid Report (SAR)
- ✓ Write a qualifying statement of financial need.
- ✓ Proof of admission and a copy of undergraduate transcripts for newly admitted students are required.

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

No. The applicant must be pursuing a master's degree at a participating CUNY campus and registered for at least 3-credits in a teacher shortage area.

7. ARE STUDENTS WITH INCOMPLETE COURSEWORK (INC) ELIGIBLE FOR LTTS?

No. Incompletes must be resolved prior to submitting an application.

8. CAN I APPLY FOR LTTS IF I RECEIVE TUITION ASSISTANCE FROM OTHER SOURCES?

Yes, however, full financial aid (excluding federal or private student loans) will prorate LTTS to \$0. LTTS 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 an employer sponsored benefit or grant for \$1,500 towards their tuition and fees totaling \$2000.00. LTTS then pays \$500.

9. HOW ARE LTTS RECIPIENTS SELECTED?

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

10. HOW ARE LTTS 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.



11. HOW MANY LTTS RECIPIENTS ARE THERE PER SEMESTER?

This depends on the availability of the funding and the number of applications received.

12. HOW MUCH DOES LTTS PAY IN TUITION AND FEES?

The maximum award an applicant can receive is \$1,000.00.

13. HOW IS LTTS PAID?

Your campus Financial Aid Office will credit scholarships directly to your tuition bill any time after the semesters last enrollment day. Applicants must use outside grants, scholarships or employer benefits first. LTTS pays any remaining balance under \$1,000.00. LTTS 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 LTTS application and the scholarship is cancelled for that semester.

14. CAN LTTS BE ALLOCATED TO PAY OTHER EDUCATIONAL COSTS?

No. LTTS cannot be used for prior debts, textbooks, or transportation.

15. CAN I RECEIVE A REFUND FROM LTTS?

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

16. ARE LTTS FUNDS RESCINDED IF I DROP OR WITHDRAW FROM COURSES?

Awardees that drop or withdraw from the semester in which they received LTTS will not lose funding. However, you may be ineligible to receive LTTS in upcoming semesters. Students with extenuating personal circumstances should follow the approved appeal process to restore eligibility.

17. HOW MANY TIMES CAN STUDENTS REAPPLY FOR LTTS?

We encourage students who received, or did not receive the scholarship, to re-apply if a demonstrable need remains. Applications will be given consideration in the context of the new circumstances of the subsequent application, available funding, and new applications received.



18. WHAT HAPPENS IF MY FAFSA CHANGES?

Applicants or awardees who no longer have demonstrable financial need may no longer be eligible for LTTS.

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

Awardees whose GPA falls below the minimum during the semester in which they received TS will not lose funding. However, the student will no longer be eligible to apply for LTTS in subsequent terms until their GPA meets the application requirements.

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