



LEAP TO TEACHER SCHOLARSHIP

Empowering Paraprofessionals and Teachers by Breaking Down Financial Barriers

The LEAP to Teacher Scholarship (LTT) was created to help full or part-time paraprofessionals and teaching assistants employed with the NYC Department of Education. Applicants must be admitted and enrolled graduate students in a [teacher shortage area](#) at LTT collaborating campuses: Brooklyn College, College of Staten Island, Lehman College, and Queens College.

LEAP to Teacher provides up to \$1,000.00 in support for new and continuing students with financial need. Awards depend on the availability of funds and award amounts may vary. The scholarship is not recurring, so students are encouraged to reapply when applications open for a new semester.

ELIGIBILITY

Applicants must be new or continuing graduate students who are full/part-time paraprofessionals/teaching assistants with the NYC Department of Education AND in a [teacher shortage area](#) at Brooklyn College, CSI, Lehman College, and Queens College. A minimum enrollment of 3-credits is required each semester (fall/spring) with a minimum GPA of 3.0. Financial need is determined by the FAFSA and accompanied by a compelling personal statement that demonstrates financial need.

All applicants must meet Satisfactory Academic Progress (SAP), which is the successful completion of coursework towards a degree or certificate. Students must resolve incomplete coursework (INC) prior to application submission. Applications submitted with outstanding incompletes will be denied.

- | | | |
|-----|------|--------------------------------|
| ✓ — | I. | Application |
| ✓ — | II. | Employment Verification |
| ✓ — | III. | FAFSA/Student Aid Report (SAR) |


Application Deadline: **To be announced**

This application and all supporting documents must be submitted by the date listed above. Late or incomplete applications will not be accepted or reviewed. Falsification of any information will automatically disqualify the applicant from receiving any scholarships.

APPLICATION INSTRUCTIONS

Follow instructions carefully when preparing and uploading sections.

I. Getting Started

 ACROBAT READER IS REQUIRED TO FILL THIS FORM! HANDWRITTEN, COPIED, OR SCANNED VERSIONS OF THIS DOCUMENT WILL NOT BE ACCEPTED.

Follow the link to install the most current version of Adobe Acrobat Reader: <https://get.adobe.com/reader/>.

I. Application Form

1. SAVE this form to your computer.
2. Open the application and fill in the required sections.
3. Once complete, SAVE as a PDF using filename: [LAST NAME, FIRST NAME] _ LTT APPLICATION



II. Employment Verification

1. Contact Human Resources at the Department of Education or your school's principal to request a digital or scanned verification of employment. The employment verification must be on official letterhead, include your DOE employee ID, and be signed by authorized personnel.
2. Once you have received the digital letter or scanned employment verification, SAVE as a PDF using filename: **[LAST NAME, FIRST NAME]_LTT VOE**

III. FAFSA Instructions

1. Visit <https://studentaid.ed.gov/sa/fafsa> to get started.
2. When completing the FAFSA, be sure to include the correct school code for your campus.
 - Brooklyn College 002687
 - College of Staten Island 002698
 - Lehman College 007022
 - Queens College 002690
3. SAVE the Student Aid Report (SAR) as a PDF using filename: **LAST NAME, FIRST NAME_LTT SAR**

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.

IV. SUBMISSION INSTRUCTIONS

1. **Access the secure document upload link:** <https://www.dropbox.com/request/Ay9455amUrAxjxJf2AU>
2. Click 'Select Files' to choose the documents. You can also drag docs into the upload pane.



You should be submitting three (3) separate documents (application, VOE, and FAFSA SAR). Be sure that each file is saved as a PDF. Do not upload secured, password-protected, or encrypted files as reviewers will not view these documents

For support submitting this application, please contact scholarships@slu.cuny.edu.

SPECIAL INSTRUCTIONS FOR NEWLY ADMITTED STUDENTS [ADDITIONAL TWO (2) DOCS REQUIRED]

Newly admitted students must provide proof of admission and a copy of their undergraduate transcript. These documents may be uploaded using the following filenames:

- Proof of admission: **[LAST NAME, FIRST NAME]_PROOF ADMIT**
- Filename for undergraduate transcript: **[LAST NAME, FIRST NAME]_UG TRANSC**



LEAP TO TEACHER SCHOLARSHIP APPLICATION



ACROBAT READER IS REQUIRED TO FILL THIS FORM! HANDWRITTEN, COPIED, OR SCANNED VERSIONS OF THIS DOCUMENT WILL NOT BE ACCEPTED.

Application Deadline: To be announced

I am a new applicant.

I am a returning applicant.

Last Name _____ First Name _____ Middle Initial _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Personal E-mail _____

DOE Job Title: _____ DOE E-mail _____

College of Attendance: _____ CUNY Student ID _____

Student E-mail _____

Program of Study _____ Cumulative GPA _____

If applying as a new student, indicate your BA cumulative GPA

SHORT ANSWER QUESTIONS

- 1. Introduce yourself and explain your academic and career goals- 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. Please be specific and explain what steps you have already taken to pay for your education, such as making a payment plan with the college Bursar, using employer/union educational benefits, paying by credit card, or taking student loans.

3. Will you receive any funds, scholarship, grant, or employer/ union educational assistance in the coming semester? If yes, how much?

Continue to Question 4 and 5...



4. Explain difficulties you have to pay for college— this is the place to mention circumstances in your life that impact your ability to pay for your education. For instance, is there any change in your family's income, unanticipated expenses or a shortfall in your finance? In this area, you can also provide information about other loans and debts you have.

5. Describe how you would benefit from the LTTS scholarship. How will this scholarship help you achieve your academic or career goals?

Continue to Acknowledgement...



ACKNOWLEDGEMENT

I am a paraprofessional employed by the Department of Education and enrolled at a LTT participating campus in a teacher shortage area.

I understand that awards depend on the availability of funds, award amounts may vary, and that I am responsible for tuition/fees the scholarship does not pay.

I understand that decisions are final.

I agree that if awarded a scholarship, the Murphy Institute for Worker Education may share my 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

Continue to FAQ...



LEAP TO TEACHER SCHOLARSHIP

FAQ

1. Where can I obtain the LTT application?

The application information and the application form are posted at the CUNY School of Labor and Urban Studies

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 LTT: <https://slu.cuny.edu/worker-education/leap-to-teacher/>

2. Who can I contact for application assistance and support?

Scholarships@slu.cuny.edu

3. Are paper applications accepted?

No. The application and supporting documents must be submitted electronically by 11:59 p.m. EST on the deadline using the secure document upload: <https://www.dropbox.com/request/Ay9455amUrAxijf2AU>

Please pay attention to deadlines. Late or incomplete applications will not be accepted or reviewed. Paper copies of the online application will not be accepted.

4. What are the minimum application requirements for LTT?

- New or continuing graduate students who are full/part-time paraprofessionals/teaching assistants with the NYC Department of Education AND in a in teacher shortage area* at Brooklyn College, CSI, Lehman College, and Queens College.
- Minimum enrollment of 3-credits is required each semester (fall/spring) with a minimum GPA of 3.0.
- Demonstrable financial need as determined by the FAFSA
- A compelling personal statement that demonstrates their financial need.
- Meet Satisfactory Academic Progress (SAP), which is the successful completion of coursework towards a degree or certificate. Students must resolve incomplete coursework (INC) prior to application submission. Applications submitted with outstanding incompletes will be denied.

***NYC Teacher Shortage Areas:**

Pre-K or 3-K

Early Childhood (Birth – Grade 2)

Nursery, Kindergarten and Grades 1–6 (N–6)

Prekindergarten–Grade 6 (P–6)

Students with Disabilities (Birth – Grade 2)

Please note: students in the Childhood Education programs (1-6) without Nursery, PreK and Kindergarten components are not eligible to apply

Science, Technology, Engineering and Mathematics (STEM)

Sciences: Middle School Science Education: Biology, Chemistry, Physics, Earth Sciences etc.

Mathematics- Middle School or Adolescent Education

Technology- career and technical education (CTE)

Bilingual Education and English as a Second Language (ESL)

Bilingual Education

Languages dual language programs. NYC High-demand languages: Bengali, Chinese, Haitian Creole and Spanish

Teaching English to Speakers of Other Languages TESOL

Special Education: Generalist – Behavior Disorders, Learning Disabilities, Generalist

Early childhood Special Education- any concentration

Childhood Special Education

Adolescent Special Education



5. Do only full-time students qualify for LTT?

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.

6. Are students with incomplete coursework (INC) eligible for LTT?

No. Incompletes must be resolved prior to applying.

7. Can I apply for LTT if I receive tuition assistance from other sources?

Yes. However, LTT is a last payer award. This means outside grants, scholarships, or employer benefits must be used first. LTT will cover the difference in tuition after financial aid is applied (excluding federal or private student loans).

For example, Jamie's total tuition is \$2,000. He is awarded a Leap to Teacher Scholarship for \$1,000, but also receives a \$1,500 scholarship from his union. Jamie's Leap to Teacher Scholarship will be reduced to \$500 to cover eligible tuition expenses. If Jamie received \$2,000 from his union, the Leap to Teacher Scholarship would be reduced to \$0.00.

Questions about Financial Aid should be directed to your campus financial aid office.

8. How are awardees selected?

The awarding committee scores applications based on the stated criteria and renders a final decision.

9. How are LTT recipients notified?

The awarding committee will transmit their decision to our Scholarship Department who will notify awardees via the e-mail listed on their application.

10. How will my college know I received LTT?

If awarded LTT, our Scholarship Department will notify your Financial Aid/Bursar Office. As an added measure, you can also provide Fin Aid/Bursar with a copy of your award letter.

| | | | |
|----------------------------------|-------------------|--------------|----------------------------------------------------------------------------------|
| Brooklyn College: | Antonio Marrero | 718-951-4195 | Amarrero@brooklyn.cuny.edu |
| College of Staten Island: | Terri Sangiorgio | 718-982-2030 | Terri.Sangiorgio@csi.cuny.edu |
| Queens College: | Clifford Couloute | 718-997-4141 | Clifford.Couloute@qc.cuny.edu |
| | Kimberly Register | 718-997-5101 | Kimberly.Register@qc.cuny.edu |
| Lehman College: | Elvira Senese | 718-960-8545 | Elvira.Senese@lehman.cuny.edu |

Please be advised, you are responsible to follow all payment policies and protocol as outlined by your college.

11. How much does LTT pay in tuition and fees?

Awards depend on the availability of funds and award amounts may vary. The maximum award an applicant can receive is \$1,000.00.

How is LTT applied to my bill?

On behalf of the Murphy Institute, the scholarship department (CUNY SLU) notifies the University and your campus financial aid office to package and disburse LTT after the enrollment verification date.

12. Can LTT be allocated to pay other educational costs?

Unfortunately, no. LTT cannot be used for prior debts, textbooks, or transportation.

13. Can I receive a refund from LTT?

Unfortunately, no. Awards are derived from qualified charges and financial aid (excluding federal or private loans). Refunds are not permitted. LTT is the last payer, which means outside grants, scholarships, or employer benefits must be used first. LTT will cover the difference in tuition after financial aid is applied (excluding federal or private student loans).

For example, Jamie's total tuition is \$2,000. He is awarded a Leap to Teacher Scholarship for \$1,000, but also receives a \$1,500 scholarship from his union. Jamie's Leap to Teacher Scholarship will be reduced to \$500 to cover eligible tuition expenses. If Jamie received \$2,000 from his union, the Leap to Teacher Scholarship would be reduced to \$0.00.



14. Are LTT funds rescinded if I drop or withdraw from courses?

LTT recipients are encouraged to focus on their studies and only drop or withdraw in extreme circumstances. While the awardee will not lose funding in the semester LTT was awarded, such actions may cause future LTT applications to be denied. Students with extenuating personal circumstances should follow the approved appeal process to restore eligibility.

Prior 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.

15. How many times can students reapply for LTT?

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.

16. What happens if my FAFSA changes?

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

17. What happens if my GPA falls below the minimum?

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