

# LEAP TO TEACHER SCHOLARSHIP

*Empowering NYC Department of Education Paraprofessionals by Breaking Down Financial Barriers*

The LEAP to Teacher Scholarship (LTT) was created to help full-time Paraprofessional/Teaching Assistant or part-time Substitute Paraprofessionals employed with the NYC Department of Education. Applicants must be admitted and enrolled graduate students in a **teacher shortage area** at one of the LEAP to Teacher collaborating CUNY colleges: Brooklyn College, College of Staten Island, Lehman College, and Queens College.

LEAP to Teacher provides up to \$500.00 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-time Paraprofessional/Teaching Assistant or part-time Substitute Paraprofessionals **with the NYC Department of Education AND in a teacher shortage area at Brooklyn College, College Staten Island, 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.	Pre-application Form
✓ —	II.	Application
✓ —	III.	Employment Verification
✓ —	IV.	FAFSA/Submission Summary
✓ —	V.	Transcripts (for new admitted student only)

### I. Pre-application

- **Complete the pre-application form by December 10th 2024.**
- After the initial screening, (within two business days) eligible students will receive further instructions on how to submit the scholarship application.

### II. Application

- Submit the application and all supporting documents by the date listed below. Late or incomplete applications will not be accepted or reviewed. Falsification of any information will automatically disqualify the applicant from receiving any scholarships. **Application Deadline: Monday, December 23 2024, 11:59PM**

### III. Employment Verification

- Obtain employment verification through your [NYCAPS account](#) (Click on the “Verification Letters” tile and Select “Employment Verification for Mortgage”)
- OR**
- 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.  
**All employment verifications should be saved as a PDF using filename: [LAST NAME, FIRST NAME] \_ LTT VOE**

### IV. FAFSA Instructions

1. **FAFSA Applications require additional time to complete, be sure to apply early.**
2. Visit <https://studentaid.gov/h/apply-for-aid/afsa> to start creating an account and completing FAFSA 2024-2025 form.
3. 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

4. Save FAFSA Submission Summary as a PDF using file name: LAST NAME, FIRST NAME\_ LTT FAFSA
  - For more information about the FAFSA submission summary, please visit: <https://studentaid.gov/articles/fafsa-submission-summary/#fafsa-submission-summary> –
  - To save the summary, go to FAFSA Form Answers tab and click on print FAFSA submission summary on top right of the page and save it as a PDF file
  - If you have questions while completing the FAFSA form, you may contact the FAFSA help line at (800) 433-3243.

V. Transcripts: Newly admitted graduate students must upload a copy their undergraduate transcript. the transcript must be saved as a pdf file using file name: LAST NAME, FIRST NAME\_ LTT FAFSA

# LEAP TO TEACHER SCHOLARSHIP

## FAQ

### 1. Where can I obtain the LEAP to Teacher Scholarship Application?

The LEAP to Teacher Scholarship is available through our online scholarship portal. Interested students must first complete Scholarship Interest Form. You will receive an invitation to claim a Scholarship Hub account and apply. Read the guidelines carefully and complete the application thoroughly. Pay attention to deadlines. Incomplete or late applications will not be accepted nor reviewed.

**2. Who can I contact for support with the LEAP to Teacher Scholarship application? Questions related to LEAP to Teacher Scholarships** should be directed to [LTT@slu.cuny.edu](mailto:LTT@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 online via Scholarship Hub by December 23rd at 11:59 p.m. EST

### 4. What are the minimum eligibility requirements for the LEAP to Teacher Scholarship?

- Be a current full-time Paraprofessional/Teaching Assistant or part-time Substitute Paraprofessional at the NYC Department of Education. (Verification of Employment is required from the NYC Department of Education Human Resources)
- Enrolled in a graduate program ( master's or advance certificate programs) to become a certified teacher in one of the current high-need subject areas (see list below) at one of the LEAP to Teacher collaborating CUNY colleges: Brooklyn College, College of Staten Island, Lehman College, and Queens College. (Proof of admission and a copy of undergraduate transcripts for newly admitted students are required.)
- Minimum enrollment of 3-credits in the Spring 2025 semester is required.
- Have a GPA of 3.0 or higher.
- Must resolve incomplete coursework (INC) before application submission.
- Complete a 2024-2025 Free Application for Federal Student Aid (FAFSA) form and submit the Student Aid Report (SAR)
- Be willing to participate in post-award questionnaires and interviews.

### 5. High-need subject/shortage areas:

- Bilingual subjects
- Career and Technical Education (CTE)
- English as a New Language (ENL)/ TESOL
- Math
- Sciences
- Students with Disabilities B-2, 1-6, and 7-12
- World Languages (Spanish, French, Chinese, Mandarin, etc.)

### 6. Do only full-time students qualify for LEAP to Teacher Scholarships?

No. Applicants 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. Can I apply for a LEAP to Teacher Scholarship if I receive tuition benefits from other sources?

Yes, however, LEAP to Teacher is a last payer. This means the scholarship 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. The LEAP to Teacher scholarship then pays \$500

### 8. How are recipients selected?

The LEAP to Teacher Scholarship Committee will score applications based on the stated criteria and overall completeness. Decisions are final.

**8. How are recipients notified?**

The LEAP to Teacher Scholarship Committee will render a decision at least one week prior to the new semester. The awardee will receive a notification to their college email.

**9. How many recipients are there each academic year?**

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

**10. How much does the LEAP to Teacher Scholarship pay?**

The maximum award an applicant can receive is \$500.00

**11. How is the LEAP to Teacher Scholarship disbursed?**

Your campus Financial Aid Office will credit scholarships directly to your tuition bill any time after the semesters last enrollment day.

**12. How will my college know I received a LEAP to Teacher Scholarship?**

The Murphy Institute for Worker Education notifies your campus Financial Aid and Bursar's Office to coordinate the packaging and disbursement of Leap to Teacher. As an added measure, you can also provide those offices 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

Lehman College:  
Elvira Senese 718-960-8545  
Elvira.Senese@lehman.cuny.edu

Queens College:  
Clifford Couloute 718-997-4141  
Clifford.Couloute@qc.cuny.edu

**13. Can I use a LEAP to Teacher Scholarship for non-tuition costs?**

No, LEAP to Teacher Scholarships cannot be used for prior debts, textbooks, or transportation.

**14. Can I receive a refund from a LEAP to Teacher Scholarship?**

No. LEAP to Teacher Scholarships are derived from qualified charges and financial aid (excluding federal or private loans). Refunds are not permitted.

**15. Will the LEAP to Teacher Scholarship be canceled if I withdraw (W) from courses?**

Awardees that drop or withdraw from the semester in which they received a LEAP to Teacher Scholarship will not lose funding. However, withdrawals on your transcript could be a negative mark on your candidacy for future semesters.

**16. 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.

**17. How many times can I apply for the LEAP to Teacher Scholarship?**

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.