

Rev 12/2009

**Considering a career  
in engineering?**

**High tuition cost?**

**We can help.**

# *Conditional Grant Program*



## **Grant Application Rules and Regulations**

### **Application Deadline: March 1**

Texas Department of Transportation  
Conditional Grant Program  
Human Resources Division  
Employment Opportunities Section  
125 E. 11th Street  
Austin, Texas 78701-2483  
1-866-554-4330



# Q&A...

## What is the Conditional Grant Program?

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A grant that will provide financial assistance to eligible economically disadvantaged students interested in working for the Texas Department of Transportation. The grant consists of tuition, fees and stipend.

## Who can participate?

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### A student who is considered to be economically disadvantaged and a graduating high school student who:

- is a Texas resident and is eligible to work in the United States;
- has a minimum overall (cumulative) high school GPA of 3.00 on a four-point scale (to be considered for this scholarship, your overall (cumulative) grade point average must be computed on a four-point scale and on an unweighted basis), or
- has a minimum score of 900 on the SAT, or
- has a minimum score of 21 on the ACT;
- plans to attend an accredited four-year Texas public college or university as a full-time student (minimum 12 semester hours);
- declares an intent to seek a baccalaureate degree in civil engineering
- agrees to work for the department for two years immediately following the date of the student's receipt of the baccalaureate degree; and
- is not more than 30 days delinquent in providing child support under a court order or written repayment plan.

### Or...

### A student enrolled in an undergraduate program and considered to be economically disadvantaged and:

- is a Texas resident and is eligible to work in the United States;
- has a minimum overall (cumulative) GPA of 2.50 on a 4.00 scale;
- attends or has enrolled at an accredited four-year Texas public college or university and maintains a minimum of 12 hours per semester;
- declares an intent to seek a baccalaureate degree in civil engineering
- agrees to work for the department for two years immediately following the date of the student's receipt of the baccalaureate degree;
- is not more than 30 days delinquent in providing child support under a court order or written repayment plan; and

- is not currently in a repayment status to the department for a previously awarded Conditional Grant.

**Note: Dual majors are not eligible.**

## What is the amount of the Conditional Grant?

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The grant amount is the sum of the certified tuition and fees each semester plus a stipend **based upon the student's documented financial need**. The maximum amount for each semester is \$3,000 or \$6,000 per year.

## What are the requirements for the Conditional Grant Program?

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### Once accepted into the program, you must:

- maintain a minimum of 12 hours per semester;
- maintain a minimum overall (cumulative) GPA of 2.5 on a 4.00 scale;
- graduate with a baccalaureate degree in civil engineering
- work for the Texas Department of Transportation for at least two years immediately following the date of your receipt of a baccalaureate degree.

## Important Note

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### If you:

- Do not graduate
- Do not maintain an overall (cumulative) 2.50 GPA
- Do not maintain a minimum of 12 hours per semester
- Drop out of school
- Change major to a non-approved field of study, or
- Do not work at the Texas Department of Transportation for the required time, **you must repay the full amount of the grant expended.**

### Freshman Year

If during the freshman year, you are unable to meet the program requirements, or choose to leave the program before entering your sophomore year, with the approval of the program manager, you may do so without being penalized.

# Instructions...

## GENERAL INSTRUCTIONS

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### IMPORTANT

Please be particularly mindful of the following instructions:

1. Print legibly or type. Must use black or blue ink.
2. Application must be submitted with an original signature. The application may be copied; however, **any application form submitted with a reproduced signature will not be processed.**
3. All documentation must be submitted with application and must be in its original form. **Incomplete applications will not be considered or processed. All areas must be completed.** Please **carefully** follow the instructions provided. The efficiency and fairness of the extensive evaluation and selection process depend on the completeness of each application and the **provision of all required documents.** All applications must be accompanied by the required essay and the **official high school and college transcripts.**
4. **Do not fax application materials; they will not be accepted.**

### NOTE: DEADLINE

This application form and the following documentation must be received in our office by 5:00 p.m., March 1, to be considered. A mailed application must be postmarked no later than March 1. Mail application and documentation materials to the Texas Department of Transportation, HRD/Employment Opportunities Section, 125 E. 11th Street, Austin, TX 78701-2483. Express delivered application packets should be mailed to the Texas Department of Transportation, Conditional Grant Program, HRD Employment Opportunities Section, 200 E. Riverside Drive, Austin, Texas 78704.

## APPLICATION INSTRUCTIONS

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**IMPORTANT:** Please follow instructions carefully. All information requested on the application must be provided or your application will not be considered.

### SECTION A.

1. Have you previously applied to the Conditional Grant Program? If yes, please indicate year.
  - **Student's Name.** Use your full legal name. List last name first, first name second, and middle initial last.
2. **Social Security Number.** Enter the nine-digit number (e.g., 000-94-0094).
3. **Mailing Address.** Provide your current mailing address.
4. **Permanent Address.** Provide the complete address and phone number of a parent or guardian. The telephone number must be a working number where the student or family member can be reached.
5. **Date of Birth.** Enter your exact date of birth (month, day, and year).
6. **Citizenship.** Identify your citizenship status and residency by marking one of the categories provided.
7. **Parent(s) or Guardian Name.** Provide full name of parent(s) or guardian.
8. **High School Graduation Date.** Indicate month and year graduated.
9. **State College/University.** Identify the state public college or university you will attend (must be a 4-year institution).
10. **Declare Degree.** Indicate degree program.
11. **Acceptance at a State College/University.** Check whether or not you have been formally accepted by the college/university you plan to attend (if available, include a copy of Acceptance Letter with application packet).
12. **Application for Financial Aid.** Check whether or not you have applied for Financial Assistance at the college/university listed #11.

### SECTION B.

1. **Current high school students: (To be completed by school counselor or registrar.)**

**Note: Must provide official high school transcript.**

- **High School Name.** Provide the name, address, and zip code of the high school you attend(ed).
- **GPA (Grade Point Average).** The school's registrar or counselor must verify the GPA based on a four-point scale.  
**If aptitude test is taken during senior year, please provide results no later than April 1st**
- **SAT Score.** The Scholastic Aptitude Test Score is comprised of two sets of scores (e.g., sum of verbal/math). The SAT composite score is normally a four-digit number.
- **ACT Score.** The Aptitude Composite Test score is comprised of four sets of scores (e.g., sum of English, math, science reasoning and reading). The ACT score is a two digit number. Provide your score in the indicated space.
- **Signature and Date.** The school's counselor/registrar must sign and date.

# Instructions... (con't)

**2. Current college/university students must provide an official college transcript. If less than 30 semester hours completed, must submit an official high school and college transcript.**

- **College/University Name.** If you are a current college student, provide the name, address and zip code of the college/university you currently attend. Provide your current GPA and the current semester hours.

**IMPORTANT:** All students must contact their intended college/university's financial aid office to obtain a Financial Assistance Form (FAF). The Financial Assistance Form must be completed by the parent and/or student and submitted to the college/university's financial aid office each year. The Financial Aid Office processes each student's fees and determines their individual financial need amount. If the student does not submit a Financial Assistance Form or the information is incomplete or inaccurate, this will delay the student receiving grant funds.

**SECTION C.** (A continuation sheet has been provided. Information provided on forms other than the standard Conditional Grant forms will not be accepted.)

**1. Academic Honors, Awards, and Accomplishments:** List academic accomplishments, awards, and honors/scholarships which you have received.

Examples:

Texas Achievement Award	National Honor Society
Presidential Academic Award	Scholarship Recipient

**2. Extracurricular School Activities:** List extracurricular or UIL school activities in which you have been involved, or are involved in now. Indicate position held, if applicable.

Examples:

Student Council	Latin Club (Geno Togata)
UIL Competitions	Student Tutor, Math
Peer Counselor	Debate Team

**3. Community Organizations and Volunteer Activities:** List any community organizations and volunteer activities in which you have participated. Do not abbreviate organization name(s).

Examples:

Student Conservation Corps	Students Against Drunk Driving
Drug Free Youth in Texas	March of Dimes Walk
Runaway Hotline	Habitat for Humanity

**4. Employment Activities.** List part-time, summer and/or volunteer jobs or internships, or cooperative assignments you have held while in school.

Examples:

Student Internship	Student Cooperative Program
Summer/Part-Time Job	Volunteer Job

**5. Essay.** Provide an essay (one page only) explaining how you would benefit from this grant and why you wish to obtain a college education.

## **SECTION D.**

**1. Declaration of Intent.** Baccalaureate degree information must specify an approved field of study. You **must** complete and sign the Declaration of Intent statement. Parent signature is also required.

**2. Child Support Statement for Conditional Grant Program.** Regardless of obligation status, you **must** complete this section and sign the Child Support statement.

**3. Notary.** Conditional Grant Application Form must be notarized. Failure to comply will disqualify your application.

## **SECTION E.**

**1.** Has anyone in your immediate family attended or graduated from an undergraduate, graduate, or professional program? Immediate family is considered related by birth, marriage or adoption and residing in the same household.

**2.** Dependent status. Provide a notarized copy of the previous year or current year's Federal Income Tax Return which indicates your filing status.

**3.** Indicate the number of persons residing in your household. List names and relationship.

**4.** Based on the federal tax return information submitted, indicate the adjusted gross income as reported.

- **Signature and Date.** Both parent and student must sign and date as certification that the information submitted in this section is true and complete. Falsification of this information and the omission of the required signatures will result in disqualification of the application.

# Application...

## Conditional Grant Program Application

**Return this portion by March 1.**



Office Use Only	
Major	_____
GPA	_____
Other	_____

**NOTE: AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.**

### SECTION A

- Have you previously applied to the Conditional Grant Program?  Yes  No  
If yes, please indicate year. \_\_\_\_\_  
Student's Full Name \_\_\_\_\_ (Last, First, MI)
- \_\_\_\_\_ Social Security Number
- Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_  
Area Code/Phone Number
- Permanent Address (if different from 3) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_  
Area Code/Phone Number
- Date of Birth \_\_\_\_\_  
Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- Citizenship: \_\_\_\_\_ U.S. \_\_\_\_\_ Permanent Resident  
Are you a Texas resident?  Yes  No
- Parent(s)/Guardian Name \_\_\_\_\_
- Indicate month and year graduated from high school. \_\_\_\_\_
- Name of state public college/university and location that you plan to attend. \_\_\_\_\_
- Declare Degree. \_\_\_\_\_
- Have you been formally accepted by the state public college/university you plan to attend?  Yes  No
- Have you applied for Financial Assistance at the college/university listed in #11?  Yes  No

### SECTION B

- Current high school students: (To be completed by school counselor or registrar.)**  
**Note: Must submit official high school transcript. SAT/ACT tests scores must be provided.**

High School Name	Address (City, Zip)	GPA (4.0 scale only)	SAT Scores			ACT Scores				
			Verbal	Math	Total	English	Math	Reasoning	Reading	Total

Signature of Counselor/Registrar \_\_\_\_\_ Date \_\_\_\_\_

- Current college/university students: Note: Must provide an official college transcript. If less than 30 semester hours completed, submit an official high school and college transcript.**

College/University Name	Address (City, Zip)	Current Semester Hours	Total Hours Earned	GPA

# Application... (con't)

## SECTION C

(A continuation sheet has been provided. Information provided on forms other than the standard Conditional Grant forms will not be accepted.)

- 1. Academic Honors, Awards, and Accomplishments:** List academic accomplishments, awards, and honors/scholarships which you have received.

Honor/Scholarship/Award	Sponsor	Date Received	
		From (Month/Yr)	To (Month/Yr)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 2. Extracurricular School Activities:** List extracurricular or UIL school activities in which you have been involved, or are involved in now. Indicate position held, if applicable.

	Position	Date	
		From (Month/Yr)	To (Month/Yr)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 3. Community Organizations and Volunteer Activities:** List any community organizations and volunteer activities in which you have been involved. Include your position and period of involvement. Do not abbreviate organization names.

Name of Organization/Activity (for example: March of Dimes, Runaway Hotline)	Position	Date	
		From (Month/Yr)	To (Month/Yr)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 4. Employment Activities.** List part-time, summer and/or volunteer jobs or internships, or cooperative assignments you have held while in school.

Place of Business	Position	Date		Hours Per Week
		From (Month/Yr)	To (Month/Yr)	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 5. Essay.** Provide an essay (one page only) explaining how you would benefit from receiving this grant and why you wish to obtain a college education. List the steps you have taken to prepare for college and what are your career goals. (Essay should be type-written on 8 1/2" by 11" white paper, double-spaced, leaving 1-inch margins and using front side only. Provide your name and

# Application... (con't)

## SECTION D

**All signature lines and the notary section must be completed. If not signed and notarized, this application will not be processed or considered.**

### 1. Declaration of Intent

I, the undersigned \_\_\_\_\_, hereby declare my intention to seek a baccalaureate degree in \_\_\_\_\_ and to work for the Texas Department of Transportation for a minimum of two years immediately following the date of my receipt of a baccalaureate degree.

I hereby grant permission to the registrar's office at \_\_\_\_\_ (College/University) to release my semester grade report upon request to the Conditional Grant Program Coordinator.

I hereby grant permission to the student financial aid office at \_\_\_\_\_ (College/University) to release the results of my financial need analysis to the Texas Department of Transportation, if applicable.

I fully understand that the foregoing statements and answers are submitted under oath and that failure to answer any question or to make a full and accurate disclosure of any facts or information called for herein may result in the disqualification of my Conditional Grant Program Application.

(Student Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

(Parent Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

### 2. Child Support Statement for Conditional Grant Program

**Do you have child support obligations? \_\_\_ Yes \_\_\_ No**

If no, please sign here.

(Student Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

If yes, please see the following statement.

Under Family Code, §231.006, the vendor or applicant certifies that the individual named in this application is not ineligible to receive the specified grant and acknowledges that this grant may be terminated and payment may be withheld if this certification is inaccurate.

(Student Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**Note: This section must be completed and signed regardless of obligation status.**

### 3. Notary

State of \_\_\_\_\_ County of \_\_\_\_\_

\_\_\_\_\_, being duly sworn, says: "I have read the foregoing questions and instructions, have answered fully and frankly, and affirm that all of the information provided herein is, of my own knowledge, true and correct."

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_

\_\_\_\_\_  
(Notary's Signature)

(Notary Seal)

My Commission Expires \_\_\_\_\_  
(Date)

# Application... (con't)

## SECTION E

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### Verification of Household Income and Eligibility Criteria

The Conditional Grant Program provides financial assistance to eligible students who are members of an economically disadvantaged household as defined by the Federal Poverty Level. To determine your initial eligibility for the Conditional Grant Program you must provide evidence of household income and answer the following questions. Failure to complete this section will automatically disqualify your application.

1. Has anyone in your immediate family attended or graduated from an undergraduate, graduate, or professional program?  
 Yes  No (Immediate family is considered related by birth, marriage or adoption and residing in the same household.)
2. Do your parents list you as a dependent on their Federal Income Tax Return?  Yes  No  
If you answered no, please provide the following information that only pertains to your individual household and personal federal income tax return. If you answered yes, your parents must provide the following information.
3. How many persons are in your family household? \_\_\_\_\_  
List names and relationship.

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. What was the adjusted gross income as last reported on your federal tax return? \_\_\_\_\_  
(You must provide a **notarized** copy of your federal tax return from the previous or current filing year.)

I hereby certify that the foregoing information and answers provided is true and complete, and I further understand that any falsification or omission of information will result in the disqualification of my application to the Conditional Grant Program. Both parent/guardian and student signatures must be provided.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Application... (con't)

## CONTINUATION SHEET

### 1. Academic Honors, Awards and Accomplishments:

Honor/Scholarship/Award	Sponsor	Date Received	
		From (Month/Yr)	To (Month/Yr)

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### 2. Extracurricular School Activities:

	Position	Date	
		From (Month/Yr)	To (Month/Yr)

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### 3. Community Organizations and Volunteer Activities:

Name of Organization/Activity (for example: March of Dimes, Runaway Hotline)	Position	Date	
		From (Month/Yr)	To (Month/Yr)

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### 4. Employment Activities.

Place of Business	Position	Date	
		From (Month/Yr)	To (Month/Yr)

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## **How do I apply?**

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For more information and to request an application to be mailed to you, call 1-866-554-4330.

Or download the application and program rules directly from our Web site at <http://www.TxDOT.gov/careers>.

The application deadline is March 1.

## **Mail application to:**

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Conditional Grant Program  
Texas Department of Transportation  
Human Resources Division  
125 E. 11th Street  
Austin, TX 78701-2483

**TxDOT, an equal opportunity employer.**

