Conditional Grant Program

An investment toward your future.

Grant Application
Rules and Regulations

Application Deadline: March 1
Texas Department of Transportation
Conditional Grant Program
Human Resources Division
Career Opportunities Section
125 E. 11th Street
Austin, Texas 78701-2483
1-866-554-4330
www.txdot.gov
What is the Conditional Grant Program?

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?

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 or private college or university as a full-time student (minimum 12 semester hours);
- declares an intent to major in civil engineering or a department approved operational business discipline and;
- 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 or private college or university and maintains a minimum of 12 hours per semester;
- declares an intent to major in civil engineering or a department approved operational business discipline and;
- 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.

Note: Dual majors are not eligible.

What is the amount of the Conditional Grant?

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?

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;
- 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

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

A freshman status is any student who has completed less than a total of 30 semester college hours, regardless of whether you are a transfer student.

If a grant recipient during the freshman year does not maintain the program requirements, or decides to no longer participate before entering their sophomore year, upon the approval of the program administrator may be released without penalty. However, should the recipient who has completed a total of 30 semester college hours remains in the program, and fails to maintain the minimum requirements the recipient will be in default and be required to repay the full amount of the grant expended.

Note: Any combination of 30 transfer hours accepted by your attending university will be considered as total hours to determine your academic status.
GENERAL INSTRUCTIONS

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.

APPLICATION INSTRUCTIONS

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 or private 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.)

   - 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.
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 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.

NOTE: AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

SECTION A

1. Have you previously applied to the Conditional Grant Program? ☐ Yes ☐ No
   If yes, please indicate year. _______

   Student’s Full Name (Last, First, MI)

2. Social Security Number

3. Mailing Address
   City State Zip Code
   (Area Code)/Phone Number
   E-mail Address

4. Permanent Address (if different from 3)
   City State Zip Code
   (Area Code)/Phone Number

5. Date of Birth Month Day Year

6. Citizenship: _____ U.S. _____ Permanent Resident

7. Parent(s)/Guardian Name

8. Indicate month and year graduated from high school. ____________

9. Name of state public/private college/university and location that you plan to attend.

10. Declare Degree. ______________________________

11. Have you been formally accepted by the state public/private college/university you plan to attend? ☐ Yes ☐ No

12. Have you applied for Financial Assistance at the college/university listed in #11? ☐ Yes ☐ No

SECTION B

1. 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.

<table>
<thead>
<tr>
<th>High School Name</th>
<th>Address (City, Zip)</th>
<th>GPA (4.0 scale only)</th>
<th>SAT Scores</th>
<th>ACT Scores</th>
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<td>English</td>
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<td>Reading</td>
<td>Total</td>
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   Signature of Counselor/Registrar _____________________________ Date ____________

2. 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. Also, high school students who have earned college credit while still in high school must submit a college transcript.

<table>
<thead>
<tr>
<th>College/University Name</th>
<th>Address (City, Zip)</th>
<th>Current Semester Hours</th>
<th>Total Hours Earned</th>
<th>GPA</th>
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</table>
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.

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<thead>
<tr>
<th>Honor/Scholarship/Award</th>
<th>Sponsor</th>
<th>Date Received</th>
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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.

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<th>Position</th>
<th>From (Month/Yr)</th>
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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.

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<tr>
<th>Name of Organization/Activity</th>
<th>Position</th>
<th>From (Month/Yr)</th>
<th>To (Month/Yr)</th>
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4. **Employment Activities.** List part-time, summer and/or volunteer jobs or internships, or cooperative assignments you have held while in school.

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<th>Place of Business</th>
<th>Position</th>
<th>From (Month/Yr)</th>
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<th>Hours Per Week</th>
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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 typewritten on 8 1/2” by 11” white paper, double-spaced, leaving 1-inch margins and using front side only. Provide your name and social security number in upper right corner of essay. Be sure the print is dark enough to produce legible photocopies.)
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. Regardless of your Child Support obligation you must provide your signature in the enclosed box.

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)

My Commission Expires ______________ (Date)
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? _________________

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
1. Academic Honors, Awards and Accomplishments:

<table>
<thead>
<tr>
<th>Honor/Scholarship/Award</th>
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<th>To (Month/Yr)</th>
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4. Employment Activities.

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How do I apply?

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/inside-txdot/careers.html.

The application deadline is March 1.

Mail application to:

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

TxDOT, an equal opportunity employer.