



STUDENT GRANT APPLICATION FOR BOOK AND EQUIPMENT SUPPORT

Return completed applications to Teresa Woods at foundation@rtc.edu

Purpose: Book, fees, and equipment grants are provided to support current students who have **completed as least ONE quarter** of instruction at RTC. Please allow 1-2 business days to process requests.

Grant Details: *The maximum amount that can be awarded is \$500 per student, during a school year.* If you request funds that are less \$500, you may make additional support requests in upcoming quarters until you reach \$500.

Steps to complete:

- Complete the application. Only completed applications will be considered.
- You need to list a current instruction or advisor as a reference.
- Provide a copy of your Class Schedule.
- Provide a copy of Required Materials confirming the costs of items you are requesting.

Application process:

1. Turn in your completed application either to the Foundation office, Building C, Room 112, or via email to Teresa Woods at twoods@rtc.edu
2. The Foundation will verify your eligibility for the grant with the Financial Aid Office.
3. You will be notified via the email address in the application.
4. If awarded a grant, an account will be setup with the Bookstore, or the Foundation will purchase your request directly from the vendor. We do NOT issue checks directly to you, or reimburse you for past purchases.

Student Information	
Student Name	Student ID Number REQUIRED
Address	Birthdate
City:	Zip
Phone Number	Email
Program	Planned Graduation Date (Month/Year)
Date (month/year) you completed your first quarter at RTC	Name of instructor or advisor we can contact as a reference:

FOR FOUNDATION USE ONLY	DIRECTOR'S APPROVAL: _____	F.A. Approval: _____
Emailed F.A.: _____	Emailed B.O.: _____	Emailed Student: _____
Vendor does not accept checks, pay by: _____		



How did you hear about the Book & Equipment Support grant?

How will this support help you stay in school?

Why did you choose your current program?