



Dreams to Realities Tuition Assistance Application

DSP Applicant Name:

Today's Date:

Address:

Ph # Primary:

Street

City

Zip code

Other:

Email:

Date of Hire:

Semester applying for:

Start Date:

Amount requested:

Needed by:

Application Requirements and Checklist:

- Step 1** Submit a *one-page letter* of intent, identifying your need for the tuition assistance, explaining how you meet the Dreams To Realities Vision, and illustrating how your course of study will contribute to preparing you for a career in Health and/or Human Services.
- Step 2** Submit *three* support statements from any of the following: A consumer that you have or currently provide direct supports to; a past or present instructor who teaches Health and Human Services curriculum; A career counselor; a job coach; a mentor; a volunteer coordinator or a Manager that supervised you.
- Step 3** Submit a copy of your course descriptions for any classes that you are requesting tuition assistance for. If you are requesting assistance for books and other supplies, submit an itemized description with title of books, supplies, cost for each and total cost. If you are submitting for assistance with a Curriculum-Sponsored Conference, please include an itemized description of costs, including a summary of the conference. *The Dreams to Realities Grant does not provide coverage for residential fees, meals, dues, memberships, travel or other accommodations.*
- Step 4** Read and sign the back page after you have carefully reviewed the Terms and Conditions.
- Step 5** Mail completed materials to: 1600 University Avenue West, Suite 16, Saint Paul, Mn 55104 Attn: PAS Manager or E-mail to sarahm@mcil-mn.org, indicate Dreams to Realities Application in the subject line.

You can view this application on-line at:
www.pas.mcil-mn.org
or call **651.788.8424** to request an application
be mailed to you.

Personal Assistant Services

Strengthening Roots,
Extending Branches.



Dreams to Realities

Terms and Conditions

Vision Statement:

The Dreams to Realities Tuition Assistance Grant has been established to help Direct Support Staff that are currently employed by MCIL increase educational and professional developmental opportunities within the Health and Human Services fields. The PAS program funds this bi-annual grant-giving venture through funds captured from the fee-for service revenue. These dollars have been set-aside to promote higher education and advanced career opportunities for Direct Support Professionals (DSPs).

MCIL is an Equal Opportunity Employer (EOE). Applicants that are the first in their family to seek out and attain a college degree, non-traditional students returning to college, single-parents, parents with a child who has a disability, applicants that were raised by a single parent, extended family and/or foster family are strongly encouraged to apply.

Please carefully review each statement. Initial and date each condition and proceed to the signature statement.

1. Applications are accepted all year round, and applicants may apply more than one time per year— however you would only be granted eligibility once, every two years.
2. Applications are reviewed and grants are distributed on a bi-annual basis.
3. A Review Committee consisting of three of any of the following members will make selections twice a year; The Executive Director of MCIL, The PAS Program Manager, an MCIL Staff Member, an MCIL Board Member, a consumer of any of MCIL's services and/or a long-term volunteer at MCIL.
4. . Grants will be distributed directly to Educational Institutions and Accredited Conferences only. No funds will be released directly to grant recipients.
5. If the recipient is found guilty of an act against a vulnerable adult or maltreatment of a minor within one year of receipt of this grant, the recipient will be responsible to pay back the entire grant amount to MCIL. **Signing this contract holds you accountable to this policy.**
6. Applicants will be required to give consent to MCIL to take photos of and publicly announce all grant recipients in the MCIL website, MCIL Newsletter and PAS Bulletin.
7. Applicants must be currently employed with MCIL for a minimum of 120 days prior to being eligible for consideration.

End Terms and Conditions

Signature Statement:

I, _____, the undersigned, have reviewed the Terms and Conditions for the Dreams to Realities Tuition Assistance Grant. By signing this statement, I am indicating that I will comply with all of the terms and will adhere to the conditions set forth in this contract. I further acknowledge that this Grant is an opportunity presented by my Employer, MCIL and the Personal Assistant Services Program, and that I will fully respect and honor this as an earned opportunity. The Review Committee, in its sole discretion, will select the recipients; I do not have the right to appeal the Review Committees selections.

Print Name

Sign Name

Date

In-Office use only:

Date Submitted to RC:

Date/Initials Reviewed by RC:

Approved *Denied*

Applicant Notified:

Funds Dispersed:

Check#: