

Q & A for 2021-2022 CTA Scholarships and MLK Jr. Scholarships

Online Application

Q: When are scholarships available?

A: The CTA Scholarship and Martin Luther King, Jr. Scholarships are available every year in mid-October.

Q: Where do I find your CTA Scholarships or grants?

A: All scholarships, grants and awards provided by CTA are located at:
www.cta.org/scholarships.

Q: I have submitted my online application, what else do I need to provide to complete my application?

A: In addition to the online application, two recommendation forms and official transcripts are required. **Note: CTA members applying for scholarships are not required to submit official transcripts.**

Q: If I already applied for a CTA scholarship, can I apply for another scholarship/grant provided by CTA or am I only limited to one scholarship/grant a year?

A: Yes, you can apply for more than one scholarship/grant if you are eligible for that specific scholarship/grant.

Q: If I receive a scholarship one year, can I apply again for it the following year?

A: Yes, you can apply every year that you attend school. For the dependent children category, you can apply every year if you are still being claimed as a dependent child on the member's current year IRS forms.

Q: If I am graduating this year in May, can I still apply for a scholarship?

A: No, because the scholarship funds are to go directly towards your upcoming summer or fall semester/quarter. If you are graduating in May, you would not be able to provide the required official verification of enrollment to receive scholarship funds.

Q: Can I apply for a scholarship if I am a part time student?

A: Yes, if you are a current CTA member you can be a part time student. If you are applying under the dependent children or Student CTA category, you **MUST** be a full-time student.

Q: I am a divorced CTA member, but my ex-husband/wife claims our child on his/her taxes. Can my child still apply for the scholarship for dependent children?

A: Yes, if your child is still being claimed as a dependent on either parent's current year's IRS forms.

Q: If both of my parents are CTA members, can I apply under both or do I need to pick one?

A: Yes, you will have to select one of your parents to apply under.

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Q: If I am a Student CTA member applying for the L. Gordon Bittle (SCTA) scholarship and I have a parent who is a CTA member, can I apply for the CTA Scholarship for Dependent Children application as well?

A: Yes, you can apply for both scholarships. For the dependent children category, you must be claimed as a dependent child on the member's current year IRS forms.

Recommendation Forms

Q: Where can I find the recommendation forms?

A: At the end of the online application, it asks for two recommenders and their email addresses. At that point, the recommendation forms will automatically be emailed to the recommender. Once they complete the form and submit, the recommendation form will be emailed directly to the scholarship contact person, Janeya Dawson.

Q: I followed up with my recommender and they didn't receive the emailed recommendation form. How can I send it to them again?

A: You can email them the following link:

<https://www.cta.org/for-educators/scholarships-awards/cta-scholarships-recommendation-form>

Transcripts

Q: Where do I send my official transcripts?

A: Electronic official transcripts can be emailed to Janeya Dawson at jdawson@cta.org or mailed to:

CTA Human Rights Department
c/o CTA Scholarship Committee
Post Office Box 921
Burlingame, California 94011-0921
Attention: Janeya Dawson

Q: Can I send you a copy of my transcripts?

A: No. Only official transcripts will be accepted.

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Recipient Notification

Q: How are scholarship recipients notified?

A: Recipients are notified by mail. The recipient names will also be posted online at www.cta.org/scholarships.

Q: Will I be notified if I received a scholarship or not?

A: Yes, all applicants will be sent a letter letting them know their status.

Scholarship Disbursement

Q: How do I get my scholarship?

A: To receive funds, scholarship recipients will be required to submit an official verification of enrollment for the upcoming summer or fall semester/quarter. Once verification is received, the check process begins.

Q: How long does it take to get my scholarship check?

A: Once the verification of enrollment is received, the turnaround time for the scholarship funds is approximately 2-3 weeks.

Q: If I pay my tuition upfront, can you send the scholarship check directly to me?

A: Please request direct payment of your scholarship award by sending an email to jdawson@cta.org, including a brief explanation.

Q: Can I use my scholarship funds to pay for my student loans?

A: No. Scholarship funds are to be used for the upcoming summer or fall semester/quarter tuition.

Q: What can I use my scholarship funds for?

A: Scholarship funds should be used for tuition and education-related expenses only (books, school supplies, etc).

Q: Can I use a portion of my scholarship funds for parking or housing?

A: No. Scholarship funds should be used for tuition and education-related expenses only (books, school supplies, etc).

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Q: Do I have to use my full scholarship for the fall semester/quarter, or can I split it (half for fall and half for spring semester/quarter)?

A: No. You can use half for fall and half for spring semester/quarter. Once the scholarship funds are received by the school, disbursement of those funds is at your discretion.

Q: What if an emergency occurs and I am unable to attend school; can I use my scholarship toward the next year?

A: Yes. Please request to have your scholarship funds deferred until the following year by sending an email to jdawson@cta.org, including a brief explanation.

Q: How long can I defer my scholarship funds?

A: You can request a deferment for up to one year only.

Verification of Enrollment

Q: Where do I get the official verification of enrollment?

A: You can request the official verification of enrollment from the Financial Aid Office or Registrar's Office.

Q: Where do I send my official verification of enrollment?

A: Send to:

CTA

Attn: Janeya Dawson

P.O. Box 921

Burlingame, CA 94011-0921

Q: Can I send in my class schedule or transcripts in place of the official verification of enrollment?

A: No.

Q: What information is on the official verification of enrollment?

A: The official verification of enrollment is usually on the school's letterhead, with an embossed seal and/or the Registrar's signature. The document should state that you are currently a full-time student and the number of units/credits for the semester/quarter.

Q: Do you accept official verification of enrollment via email?

A: Yes. Official verification of enrollment can be emailed if the school provides electronic verification using National Clearinghouse, Parchment, etc.