

Job Enhancement Scholarship

Scholarship funds provided by the Nebraska City Community Foundation.

We welcome your interest in this scholarship and wish you success as you pursue your educational goals. Complete the application if you are in need of financial assistance for any workforce development (or job related) class, either credit or non-credit, as long as there is no award of federal financial aid. The completed scholarship application and course registration form must be completed to be considered for the scholarship award.



Application Deadline:

Due two weeks before the course start date. If approved and funds are available, the scholarship will award 75% of the tuition. Student will be responsible for the cost of books, fees or supplies, if applicable. The scholarship is intended to help students taking courses to improve job-related skills. Applicants will be notified of the scholarship committee's decision within 3-5 days prior to the beginning of the course.

Eligibility Requirements:

- Must live within a 20-mile radius of Nebraska City AND work in 68410
- Good standing at SCC
- Strength of personal need statement

Expectations of Award Recipients:

- Remain in good standing with continued progress toward educational and career goals
- Consider sharing your story to promote the Southeast Community College Learning Center at Nebraska City and its scholarship program

Submit Application Materials (Due two weeks prior to start of course):

1. Job Enhancement Scholarship Application Form
2. Credit or Non-Credit Course Registration Form
3. 25% of Tuition Balance Payment Due

<p>Complete and Mail or Drop Off: Southeast Community College Learning Center at Nebraska City Scholarship Committee 1406 Central Avenue Nebraska City, NE 68410</p>	<p>Or Complete, Scan and Email to: sbarton@southeast.edu</p>
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For more information, please call Sarah Barton at 402-323-5540.

Job Enhancement Scholarship Application Form



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Name: _____
First
MI
Last

Phone: _____ Date of Birth: ____/____/____

Email: _____

Address: _____
Street
City
State
Zip

Have you ever taken classes through SCC? Yes No

Are you receiving federal aid for this class? Yes No

Course you are requesting scholarship for: _____

Course Number: _____ - _____ - _____ Course start date: ____/____/____

Course Tuition \$ _____
 Minus 75% - \$ _____
 Balance Due \$ _____

Example	Tuition: \$200.00
	Minus 75%: - \$150.00
	Balance Due: \$50.00

IMPORTANT: Please submit this completed application with your class registration form AND the balance of the tuition as described above. If you are not selected as an award recipient, you will be responsible for the remainder of the tuition or you may drop the class prior to the start date.

Signature _____ Date ____/____/____

Office Use Only
Date received _____ by _____

PLEASE PRINT CLEARLY

Legal Name: Last		First		Middle		SSC ID Number	
Former Last Name:		Email Address: (required for students on class waitlists)				Social Security Number	
Local / Preferred Mailing Address:		City		State		Zip	County
Permanent Address:		City		State		Zip	County
Birth Date: / /		Sex assigned at birth: (federal reporting requirement) <input type="checkbox"/> Male <input type="checkbox"/> Female		Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (select one or more): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	
Cell Phone:		Home Phone:		<input type="checkbox"/> Resident of Nebraska		<input type="checkbox"/> Non-Resident	
High School Attended /GED*:		City		State		Start Date (mo/year)	Graduation Date (mo/year)
College Attended Post High School:		City		State		Start Date (mo/year)	End Date (mo/year)

TERM		
Year: 20 _____		
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

Undeclared
 Declared (list program of study)

VETERAN OR DEPENDENT UTILIZING MILITARY BENEFITS	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

CREDIT COURSES

Course and Section Number												Course Title	Credit Hours	Begin Time	End Time	Days
E	N	G	L	1	1	2	0	L	N	8	1	ENGLISH BASICS (sample only)	3	8 a.m.	9:20	T / R

Day designations when class meets are:
M = Monday, T = Tuesday,
W = Wednesday
R = Thursday, F = Friday
S = Saturday, U = Sunday
(T R means class meets Tuesday AND Thursday)

OFFICE USE ONLY	
Date _____	
Data Entry _____	

Completed form should be submitted to the Registration & Records Office in person or by FAX at 402-437-2670. To upload electronically, contact the Registration & Records Office at 402-437-2605 for the secure upload link.

	TOTAL CREDIT HOURS
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Student Signature _____ **Date** _____

Program Chair/Advisor Signature _____

Written or digital signature required. Typed signatures (including cursive fonts) will not be accepted.

- Submission of this form indicates that I understand:**
1. My information is complete and I am accountable for the tuition and fees and subject to a grade in the courses listed;
 2. To drop or withdraw from classes, I must submit an 'Official Drop/Add Form for Credit Classes' in writing to the Registration Office located in Enrollment Management **or** drop the classes using Self Service Student Planning. Failure to attend a course does not constitute an official drop;
 3. I understand tuition charges and refund policies are published in the [College Catalog](#);
 4. The personal information contained herein is correct as shown; and
 5. Any changes in SSN, legal name, address, residency, etc., must follow the College procedures in the [College Catalog](#).

Southeast Community College is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy.
*The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.

La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo*, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio.
*La Oficina de Derechos Civiles del Departamento de Educación de los Estados Unidos hace cumplir la prohibición del Título IX contra discriminación por motivos de sexo, que también incluye la discriminación basada en la identidad de género.
southeast.edu/diversity

REGISTER TODAY!

ONLINE AT SOUTHEAST.EDU/CONTINUING

1. Click the **Course Search** button.
2. Search for a course using the **course title** or **keyword**.
3. Click on the course title to view description, notes, pre-requisites, requirements, and section listings.
4. Select the section and click **Add to Cart**. *Add discount code in cart, if applicable.* You can keep shopping or checkout.
5. If you choose to checkout, **log in** or **create an account**.
6. Click **Continue** to proceed to checkout.
7. Enter your credit card information and continue checking out.

You will receive a confirmation email. If there is additional information about the class, it will be included. If you don't see the email, check your junk folder.

If you have problems getting registered, please contact our HelpDesk at 402-437-2447 or Continuing Education at 402-437-2700 for assistance.

Payments Accepted



MAIL

the completed registration form with payment (checks accepted by mail) to: Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510-2449.

WALK-IN

to the Jack J. Huck Continuing Education Center Monday-Thursday, 7:30 a.m.-7:30 p.m.; Friday, 7:30 a.m.-5 p.m.; Saturday, 7:30-11:30 a.m.; SCC campuses and Learning Center locations during business hours.



Registration Form - Non-Credit Course

Today's Date

___/___/___

Complete this form, include your check and mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510

* Required

PLEASE PRINT

* Birth Date	Name: * Last	* First	Middle Initial		
* Residence Mailing Address	* City	* State	* Zip	Sex Assigned at Birth: <input type="checkbox"/> Male <input type="checkbox"/> Female	
* Personal Email Address	* <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home		Business Phone		

COURSE NUMBER	TITLE	START DATE	COST
-	-		\$
-	-		\$
-	-		\$

SIGNATURE

Check payment must accompany this registration form. Check payments may be converted into an ACH transaction, resulting in an immediate electronic withdrawal from your account. Returned items may be re-presented electronically. Call 402-437-2700 with any registration questions.

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. SCC is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. southeast.edu/diversity *The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.

TOTAL DUE

FOR OFFICE USE ONLY

ID# _____

DE _____

ADDITIONAL INFORMATION

Cancellation/Refund Policy: <https://bit.ly/3PScUPB>

The student is entitled to a 100% refund for any non-credit class officially dropped prior to the start date of the class unless noted in the course description notes. No refund is allowed if the class is dropped on or after the start date of the class.

SCC reserves the right to cancel any non-credit classes that do not have sufficient enrollment. A full refund will be processed and you are not required to submit a drop form.

ADA Reasonable Accommodations

southeast.edu/accommodationsresourceoffice

FERPA

southeast.edu/ferpa