

Dear Applicant:

Thank you for your interest in the Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement. This scholarship fund, which is generously supported by the Helena Rubinstein Foundation, is the first such program at CUNY that is just for individuals enrolling in continuing education programs. It is open to individuals who seek to advance their careers through education and training, and who do not have access to other sources of funding that can pay for tuition and fees. Scholarship applicants may also be individuals who are unemployed or seeking a career change.

Certificate Program Scholarship

- Covers up to 90% of tuition for full certificate programs
- Scholarship package includes invitation to special events for scholarship recipients and access to resources, such as webinars, career maps, and other support services
- Awarded to up to 10 Continuing Education students at CUNY each year
- Awards are made for programs that prepare individuals for jobs where there are currently open positions, and/or where it is projected there will be open positions in the near future

Single Course Scholarship

- Covers up to 90% of tuition for one course

These scholarships are intended to support career advancement for individuals. While exceptions may be made, particularly for those educated in other countries, scholarship awards are *not* generally given to those who have earned more than 60 college credits and/or an associate or bachelor's degree.

Scholarships are paid directly to the college where the student is enrolled. Scholarships *do not* cover the costs of books, materials, equipment or other course-related expenses.

Students interested in the Scholarship Fund are required to meet with a Scholarship Liaison at the college where they are enrolled in order to complete an application, which includes:

- A cover sheet signed by you and the Dean or Director of continuing education at the college where you plan to enroll
- An application form
- A personal essay of up to two pages
- A copy of a pay stub from your place of employment, dated within the past three months, or proof of unemployment
- An additional page filled out by the college, if you are applying for a Certificate Program Scholarship
- A letter of recommendation from a current or former work supervisor is not required, but may also be included with your application

Upcoming 2012 Deadlines for LaGuardia Community College Continuing Education Scholarship Submissions:

Thursday, January 19, 2012 — for spring 2012 courses

Thursday, May 17, 2012 — for summer 2012 courses

To request a scholarship application, please contact:

Naikyemi Odedefaa
Continuing Education Scholarship Liaison
LaGuardia Community College, Room C314
Email: naikyemio@lagcc.cuny.edu
Phone: 718.482.5344