

# Educational Scholarship Process

## Participant Packet

If you are interested in applying for an educational scholarship from Montgomery's Miracles, Inc. as part of your participation in the Adult Drug Court Program, you will need to complete this packet and submit it to your Case Manager. Please allow 45 days for your application to be processed.

### CHECKLIST

- \_\_\_ Attended appointment(s) with Career Development Specialist and/or Case Manager
  
- \_\_\_ Completed Educational Planning Chart
  
- \_\_\_ Attached three letters of recommendation from separate sources (e.g., therapist, probation agent, employer, GED instructor, Public Defender, Career Development Specialist)  
*Please note that this excludes your Case Manager who will be submitting separate documentation on your behalf.*
  
- \_\_\_ Completed Application for Educational Funds from Montgomery's Miracles, Inc. (see below)

## EDUCATIONAL PLANNING

You must meet with your Case Manager or the Career Development Specialist to complete the following chart.

Educational Planning Chart		
<b>Educational Goal(s):</b>		
Task	Deadline	Outcome
Overview of places where course can be completed, including cost, schedule, and start date for next session		
Talk to advisor about ability to obtain employment in field of interest based on criminal record		
Steps to be taken to register for classes		
Investigate scholarships, financial aid or grants other than MMI that will help pay for school		
Plan for paying bills while enrolled in classes		

Personal contribution to education (ex: cost of books, portion of tuition, etc.)		
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## APPLICATION FOR EDUCATIONAL FUNDS FROM MONTGOMERY'S MIRACLES, INC.

*In your own words, please provide the following information:*

Today's Date:

Your Name:

Amount Requested:

Brief Description of Request:

Name of Educational Institution:

Name of Program:

Is this part of a Degree?      If yes, which degree:

What is your educational goal?

When are you planning to complete this goal?

How do you plan for educational expenses not covered by MMI? What personal contributions will you be making to your education.

Why do you want to attend this course?

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## Case Manager Packet

### CHECKLIST FOR CASE MANAGER

The following items and tasks are to be completed by the Adult Drug Court Case Manager. It is anticipated that the Case Manager will review the application and provide all necessary documents to Montgomery's Miracles, Inc. within 15 days of submission by the participant.

\_\_\_ Completed review of documents submitted by participant and found no errors or missing information

\_\_\_ Completed General Participant Information Form

\_\_\_ Attached most recent participant summary submitted to the court

# GENERAL PARTICIPANT INFORMATION FORM

Previous Funds Provided by MMI:

Amount	Reason	Comments
\$ 0.00	Choose an item.	
\$ 0.00	Choose an item.	
	Choose an item.	
	Choose an item.	

Program Start Date:

Program Phase:

Employment Status and Start Date:

Date of and Reason for Last Sanction:

Date of and Reason for Last Incentive:

Do you have any concerns with the participant's request for funds? If so, what are your concerns?

(Attach current Court Summary)