



# SCHOLARS FOR EXCELLENCE IN CHILD CARE

## Scholars for Excellence in Child Care

P.O. Box 108850, Oklahoma City, OK 73101-8850

405.225.9155 | [www.okhighered.org/scholars](http://www.okhighered.org/scholars)

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Providing Educational Opportunities for Child Care Professionals

### Informed Consent and Release of Information

I, \_\_\_\_\_ agree to participate in the Scholars for Excellence in Child Care (Scholars) program and give my permission for all personal information, educational information, assessment, transcripts, class completion information, grades, billing, financial aid, and survey data to be collected throughout the course of my participation in the program to be used for evaluation, reporting, research and institutional transfer purposes for the Scholars program and the Oklahoma State Regents for Higher Education (OSRHE).

I additionally give the Scholar Coordinator of the Scholars program permission to access transcripts to send to OSRHE to forward to colleges and/or universities on my behalf for admission and enrollment purposes at a college or university as a Scholars program participant. The Scholar Coordinator also has my permission to coordinate with the college bookstore, bursar, registrar, financial aid, faculty and staff and other departments of the college on my behalf for enrollment and preparation of attending courses. Such information collected or produced as a result of participation in the Scholars program may be shared with the Oklahoma Human Services (DHS) for the purpose of verifying compliance with Child Care Licensing requirements and with the Quality Rating and Improvement System (QRIS) STARS program. In addition, student specific information may be utilized by DHS to evaluate the progress and success of students in determining the effectiveness of the initiative.

I also give authorization for the Scholar Coordinator of the Scholars program to provide unofficial transcripts and course information, including course schedule and course grades, to the DHS Quality Improvement Specialist and Child Care Licensing Specialists, tribal agency, Resource and Referral staff or other entity providing educational funds for purposes of monitoring my academic progress toward completion of a Child Development Associate Credential, Certificate of Mastery, Directors Certificate of Completion, Associate Degree or Bachelor's Degree. Said information may also be shared with the child care services division at the DHS state office. Student specific information may also be shared with the University of Oklahoma's Center for Early Childhood Professional Development (CECPD) or the Oklahoma Department of Career and Education Technology (Career Tech) for the purpose of evaluating training needs and program evaluation for persons jointly participating in Scholars and other professional development initiatives offered by CECPD or Career Tech including, Child Care Careers, the Registry, Pathway, or other general professional development activities.

\_\_\_\_\_  
Signature of Scholarship Applicant

\_\_\_\_\_  
Date

### Scholarship Grade Policy

Scholar enrollment may not exceed six courses with two classes in the first fall or spring semester, one class in the summer semester and up to three classes the third semester (fall or spring) and must pass each class with a "D" or better. If a course is not passed, the scholar must reimburse the Oklahoma State Regents for Higher Education, and the number of hours in which a scholar can enroll the next semester may be limited. If a grade of:

- ✓ **"D" is received** the scholarship will not pay for the class again.
- ✓ **"F" (fail) is received** the scholar must reimburse the Oklahoma State Regents for Higher Education within one semester.
- ✓ **"I" (incomplete) is received** the scholar must reimburse the Oklahoma State Regents for Higher Education or complete the coursework and have the "I" grade changed to a passing letter grade prior to the end of the following semester.
- ✓ **"W" (withdrawal) is received** the time of withdrawal will determine if the scholar must reimburse either the college according to the institution billing policy or reimburse the Oklahoma State Regents for Higher Education within one semester.

*Scholars will be invoiced for 90% of tuition and fees by the Scholars program office upon receipt of semester grades by the scholar coordinator. The Scholars program will not pay for a course to be retaken until the Scholar Invoice has been paid in full. After receipt of initial invoice, the scholar may contact the Scholars program office at 866-343-3881 or 405-225-9155 to make payment arrangements. If payment arrangements or final payment have not been received within one semester, the scholar will be terminated from the Scholars program.*

*Note: If a scholar enrolls in or attends class before receiving notice of scholarship approval or without notifying the Scholars program of their enrollment or schedule changes in accordance to the scholarship guidelines, the scholar will be responsible for the tuition, fees, and book charges and may be dropped from the scholarship.*

\_\_\_\_\_  
Signature of Scholarship Applicant

\_\_\_\_\_  
Date



The Scholars program is a collaboration with the Oklahoma State Regents for Higher Education and Oklahoma Human Services.

