



# Conditional Grant Program

**>> YOUR  
CAREER  
STARTS  
HERE.**

**Application Deadline: April 1**



**Q&A and Instructions**

# Q&A

## Conditional Grant Program



## What is the Conditional Grant Program?

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A grant that will provide financial assistance to eligible economically disadvantaged students interested in working for the Texas Department of Transportation. The grant consists of tuition, fees and stipend.

## Who can participate?

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**A student who is considered to be economically disadvantaged and a graduating high school student who:**

- is a Texas resident and is eligible to work in the United States;
- has a minimum overall (cumulative) high school GPA of 2.50 on a four-point scale (to be considered for this scholarship, your overall (cumulative) grade point average must be computed on a four-point scale and on an unweighted basis), or
- has a minimum score of 900 on the SAT, or
- has a minimum score of 21 on the ACT;
- plans to attend an accredited four-year Texas public or private college or university as a full-time student (minimum 12 semester hours);
- declares an intent to major in engineering or a department approved operational business discipline and;
- agrees to work for the department for two years immediately following the date of the student's receipt of the baccalaureate degree; and
- is not more than 30 days delinquent in providing child support under a court order or written repayment plan.

**or...**

**A student enrolled in an undergraduate program and considered to be economically disadvantaged and:**

- is a Texas resident and is eligible to work in the United States;
- has a minimum overall (cumulative) GPA of 2.50 on a 4.00 scale;
- attends or has enrolled at an accredited four-year Texas public or private college or university and maintains a minimum of 12 hours per semester;
- declares an intent to major in civil engineering or a department approved operational business discipline and;
- agrees to work for the department for two years immediately following the date of the student's receipt of the baccalaureate degree;
- is not more than 30 days delinquent in providing child support under a court order or written repayment plan; and
- is not currently in a repayment status to the department for a previously awarded Conditional Grant.

**Note: Dual majors are not eligible.**

## **What is the amount of the Conditional Grant?**

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The grant amount is the sum of the certified tuition and fees each semester plus a stipend **based upon the student's documented financial need**. The maximum amount for each semester is \$4,000 or \$8,000 per year.

## **Who can participate?**

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**Once accepted into the program, you must:**

- maintain a minimum of 12 hours per semester;
- maintain a minimum overall (cumulative) GPA of 2.50 on a 4.00 scale;
- work for the Texas Department of Transportation for at least two years immediately following the date of your receipt of a baccalaureate degree.

## Important Note

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### **If you:**

- Do not graduate
- Do not maintain an overall (cumulative) 2.50 GPA
- Do not maintain a minimum of 12 hours per semester
- Drop out of school
- Change major to a non-approved field of study, or
- Do not work at the Texas Department of Transportation for the required time, you must repay the full amount of the grant expended.

### **Freshman Year**

A freshman status is any student who has completed less than a total of 30 semester college hours, regardless of whether you are a transfer student.

If a grant recipient during the freshman year does not maintain the program requirements, or decides to no longer participate before entering their sophomore year, upon the approval of the program administrator may be released without penalty. However, should the recipient who has completed a total of 30 semester college hours remains in the program, and fails to maintain the minimum requirements the recipient will be in default and be required to repay the full amount of the grant expended.

**Note:** Any combination of 30 transfer hours accepted by your attending university will be considered as total hours to determine your academic status.

# Instructions

Conditional Grant Program



# General Instructions

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## IMPORTANT

Please be particularly mindful of the following instructions:

1. Print legibly or type. Must use black or blue ink.
2. Application must be submitted with an original signature. The application may be copied; however, **any application form submitted with a reproduced signature will not be processed.**
3. All documentation must be submitted with application and must be in its original form. **Incomplete applications will not be considered or processed. All areas must be completed.** Please **carefully** follow the instructions provided. The efficiency and fairness of the extensive evaluation and selection process depend on the completeness of each application and the **provision of all required documents.** All applications must be accompanied by the required essay and the **official high school and college transcripts.**
4. **Do not fax application materials; they will not be accepted.**

## NOTE: DEADLINE

**This application form and the following documentation must be received in our office by 5:00 p.m., April 1, to be considered. A mailed application must be postmarked no later than April 1. Mail application and documentation materials to the Texas Department of Transportation, HRD/Talent Acquisition and Employee Resources Section, 125 E. 11th Street, Austin, TX 78701-2483.**

# Application Instructions

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**IMPORTANT: Please follow instructions carefully. All information requested on the application must be provided or your application will not be considered.**

## **SECTION A.**

1. Have you previously applied to the Conditional Grant Program? If yes, please indicate year.
  - **Student's Name.** Use your full legal name. List last name first, first name second, and middle initial last.
2. **Social Security Number.** Enter the nine-digit number (e.g., 000-94-0094).
3. **Mailing Address.** Provide your current mailing address.
4. **Permanent Address.** Provide the complete address and phone number of a parent or guardian. The telephone number must be a working number where the student or family member can be reached.
5. **Date of Birth.** Enter your exact date of birth (month, day, and year).
6. **Citizenship.** Identify your citizenship status and residency by marking one of the categories provided.
7. **Parent(s) or Guardian Name.** Provide full name of parent(s) or guardian.
8. **High School Graduation Date.** Indicate month and year graduated.
9. **State College/University.** Identify the state public or private college or university you will attend (must be a 4-year institution).
10. **Declare Degree.** Indicate degree program.
11. **Acceptance at a State College/University.** Check whether or not you have been formally accepted by the college/university you plan to attend (if available, include a copy of Acceptance Letter with application packet).
12. **Application for Financial Aid.** Check whether or not you have applied for Financial Assistance at the college/university listed #11.

**IMPORTANT:** All students will be required to submit an enrollment report and certification of the amount of tuition, fees, and stipend (if any) for the student from the institution. If the student does not submit this or the information is incomplete or inaccurate, this will delay the student receiving grant funds.



## **SECTION B.**

1. **Current high school students:** (To be completed by school counselor or registrar.)  
**Note:** Must provide official high school transcript.
  - **High School Name.** Provide the name, address, and zip code of the high school you attend(ed).
  - **GPA (Grade Point Average).** The school's registrar or counselor must verify the GPA based on a four-point scale.
  - If aptitude test is taken during senior year, please provide results no later than April 1st.
  - **SAT Score.** The Scholastic Aptitude Test Score is comprised of two sets of scores (e.g., sum of verbal/math). The SAT composite score is normally a four-digit number.
  - **ACT Score.** The Aptitude Composite Test score is comprised of four sets of scores (e.g., sum of English, math, science reasoning and reading). The ACT score is a two digit number. Provide your score in the indicated space.
  - **Signature and Date.** The school's counselor/registrar must sign and date.
2. **Current college/university students must provide an official college transcript. If less than 30 semester hours completed, must submit an official high school and college transcript.**
  - **College/University Name.** If you are a current college student, provide the name, address and zip code of the college/university you currently attend. Provide your current GPA and the current semester hours.

**SECTION C.**

(A continuation sheet has been provided. Information provided on forms other than the standard Conditional Grant forms will not be accepted.)

1. **Essay.** In your essay (one page), tell us about you, any life challenges you have faced, and how you overcame them. Please also share how this grant will support your personal and professional career goals.(Essay should be typewritten on 8 1/2” by 11” white paper, double-spaced, leaving 1-inch margins and using front side only. Provide your name and social security number in upper right corner of essay. Be sure the print is dark enough to produce legible photocopies.)
2. **Academic Honors, Awards, and Accomplishments:** List academic accomplishments, awards, and honors/scholarships which you have received.  
Examples:

Texas Achievement	National Honor Society
Presidential Academic Award	Scholarship Recipient

3. **Extracurricular School Activities:** List extracurricular or UIL school activities in which you have been involved, or are involved in now. Indicate position held, if applicable.  
Examples:

Student Council	Latin Club (Geno Togata)
UIL Competitions	Student Tutor, Math
Peer Counselor	Debate Team

4. **Community Organizations and Volunteer Activities:** List any community organizations and volunteer activities in which you have participated. Do not abbreviate organization name(s).  
Examples:

Student Conservation Corps	Students Against Drunk Driving
Drug Free Youth in Texas	March of Dimes Walk
Runaway Hotline	Habitat for Humanity

5. **Employment Activities.** List part-time, summer and/or volunteer jobs or internships, or cooperative assignments you have held while in school.  
Examples:

Student Internship	Student Cooperative Program
Summer/Part-Time Job	Volunteer Job

**SECTION D.**

6. **Declaration of Intent.** Baccalaureate degree information must specify an approved field of study. You must complete and sign the Declaration of Intent statement. Parent signature is also required.
7. **Child Support Statement for Conditional Grant Program.** Regardless of obligation status, you must complete this section and sign the Child Support statement.
8. **Notary.** Conditional Grant Application Form must be notarized. Failure to comply will disqualify your application.

**SECTION E.**

9. Has anyone in your immediate family attended or graduated from an undergraduate, graduate, or professional program? Immediate family is considered related by birth, marriage or adoption and residing in the same household.
10. Dependent status. Provide a copy of the previous year or current year’s Federal Income Tax Return which indicates your filing status.
11. Indicate the number of persons residing in your household. List names and relationship.
12. Based on the federal tax return information submitted, indicate the adjusted gross income as reported.
- **Signature and Date.** Both parent and student must sign and date as certification that the information submitted in this section is true and complete. Falsification of this information and the omission of the required signatures will result in disqualification of the application.

## How do I apply?

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The application deadline is April 1.

Email application to **Careers@txdot.gov**

*OR mail to:*

Texas Department of Transportation  
Conditional Grant Program  
Human Resources Division  
Talent Acquisition and Employee Resources Section  
125 E. 11th Street  
Austin, Texas 78701-2483  
1-866-554-4330  
**TxDOT.gov**

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