

*Northwest Technical College  
Office Memorandum*

**DATE:** August 12, 2011  
**TO:** Child Care Grant Applicants  
**FROM:** Kim Gourneau, Financial Aid Coordinator  
**SUBJ:** 2011-2012 Child Care Application

**Priority Deadline August 26, 2011 for returning students who were previously awarded the Child Care Grant. All other applications are due by September 16, 2011.**

Enclosed is a 2011-2012 Childcare Application. There is no need for you to complete this form if one of the following applies to you:

1. You have graduated or are no longer planning on attending NTC.
2. You are receiving MFIP benefits.
3. You have attended post-secondary education full time for 8 semesters or 12 quarters. If you are unsure, please contact the Financial Aid Office.

Please read the instructions carefully when filling out the application. **Student completes Section A and gives form to childcare provider. Childcare provider completes Section B and returns form to student. Student submits signed application to Northwest Technical College financial aid office.**

Eligible students, needing child care funds for the 2011-2012 award year, need to complete the enclosed application and return it to the Financial Aid Office by **September 16, 2011**. The 2011-2012 financial aid application process must also be completed. If you are not complete with your financial aid application or the child care grant application is not completed in full, you may lose your position on the waiting list until all documentation has been completed, submitted, and processed. Child-care renewals and prior year waiting list applicants have first priority if the application is received by August 26, 2011.

Final funding for this program has yet to be determined. It is very important for you to make sure ALL application materials for financial aid are completed on time. Funding may not be available for those who apply late. A student may be eligible to take out a student loan to cover daycare costs that are not covered by the grant.

Should you have any questions concerning the childcare program or application, please contact the Financial Aid Office at (218) 333-6654.

Enclosure