



Project Steno  
9 Hammond Street  
Worcester, MA 01610  
508-438-0314

## Application for Tuition Assistance

Project Steno is the tradename of Project to Advance Stenographic Reporting, Inc.  
Project Steno's purpose is to provide tuition assistance to select students who wish to learn stenographic reporting.

**Not all applicants will be received into the Project Steno tuition assistance program.**  
**Project Steno will use the information below and an interview to determine which applicants will be granted tuition assistance.**

Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Email: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Please attach the following items to this application. Submit all documents at one time. Incomplete applications will not be considered.

- Work resume and volunteer resume, if applicable
- Copy of your college transcripts (high school transcripts if no college)
- Certificate of completion of Project Steno's Basic Training or NCRA's A-to-Z program
- Letter of recommendation from your Basic Training or A-to-Z program instructor (not needed if A-to-Z is taken online)
- A letter of recommendation from a personal reference AND a work reference
- Essay describing desire to become a court reporter or captioner (400-500 words)
- Include at the end of your essay which Partner Programs you have contacted, which program you have selected, and your anticipated start date.

*Each of the submitted letters must be signed, dated, and contain the contact information (name, address, phone, email) of the author of the letter. The performance and progress of all students receiving Project Steno tuition assistance shall be monitored by a member of the Project Steno team. Failure to meet established benchmarks will jeopardize future tuition assistance. Selected candidates will be required to sign a Memorandum of Understanding acknowledging monitoring, performance, and progress requirements.*

A member of the Project Steno team will contact you approximately one week after your submission to confirm receipt of your application and to schedule a telephonic interview with you.

I hereby certify that all of the information in this application and the attachments is accurate and complete. I understand that all of the information contained in this form will be treated confidentially by Project Steno. If I am a recipient of tuition assistance, I understand that Project Steno may use my first name in its publications.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form and required documents by mail to the address on this letterhead, by email to [Nancy@ProjectSteno.org](mailto:Nancy@ProjectSteno.org), or by fax to 508-753-9284. All delivery methods are acceptable.**