



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 submit all requested documents at one time.
If emailing, please scan all documents in one pdf or similar file.
Incomplete applications will not be considered.

Please complete the information on Page 2 and include the following items with your application:

- Work resume (add a 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
- 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. A member of the Project Steno team will contact you approximately one week after your submission to confirm receipt of your application. Applications will be submitted to Project Steno's selection committee. You may be asked to attend a telephonic interview.

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, or by fax to 508-753-9284.

PLEASE COMPLETE THE FOLLOWING:

1. Are you a high school graduate? If yes, date of graduation.

2. Are you a college graduate? If yes, degree and date of graduation.

3. Are you, your spouse, or your parent a member of the military?
If yes, are you eligible for GI Education Benefits through the military?

4. What are your work hours each week? Do you expect that to change once you begin school?

5. Are you prepared to enroll in school if you do not receive tuition assistance from Project Steno?

6. Have you ever played an instrument? If yes, which one? Have you ever performed in a recital?

7. Have you ever competed on a team? If yes, describe briefly.

8. How many books per year do you read? What is the last book you have read?

9. What social media groups do you belong to or follow, and on which platforms? (Facebook, Twitter, Instagram, Reddit, etc.)

10. Do you have a criminal record or any other reason that would prevent you from becoming a licensed court reporter or notary public?