Spring 2013 Fee Waiver Instructions

To qualify for the fee waiver:

1) Read the Hallmarks at http://www.cpcc.edu/ptk/about-ptk/ptk/about-ptk/hallmarks/hallmarks

2) Perform 10 hours of service work. Service hours can either be CPCC related or in the community and must be performed currently or within the past 6 months. Make sure to provide a note on letterhead (can be handwritten) from the organization(s) you volunteered for. Letter must include:

- Your name
- How much time you put in
- A brief description of what you did
- Contact name and information of agency for verification purposes

3) Write an essay. Topic: Consider the role of service and scholarship.
Essays that do not follow the proper format, are missing components or do not answer the following questions will NOT be considered.
Essay must be:

- No longer than 500 words
- Double spaced with 1 inch margins, in 12pt. font
- Explain how working as a volunteer in the community benefits your experiences as a student.
- How are you able to apply knowledge from your experiences in the classroom to help the community?
- Do you believe it is important for organizations like Phi Theta Kappa to offer service to the community? Why?

4) Attach a copy of the Fee Waiver Application.

5) Turn in form, essay, and proof of service on letterheads to the PTK (OC 245) or Student Life offices (OC 241) on the 2nd Floor of the Overcash Building by **5pm, Wednesday, March 27.** (You may also turn in the application packet to the Student Life office at an area campus, however, the forms must be scanned and received *no later than this deadline*.)

Please note: A **select few** will be chosen for the fee waiver each semester. Students who are chosen by the executive committee to have their fee waived will be **notified by Friday, March 29, via the email address you provide**.

Students who submit a fee waiver application but are **not chosen still have the option to pay** the $100 one-time fee by **April 10** and be inducted at the ceremony for this semester.

Phi Theta Kappa- Phi Lambda Fee Waiver Application

Name _____

Student ID _____

Email Address_____

List Organization(s) you volunteered with:

Did you include in your envelope:

- Fee Wavier Application Form
- Proof of Service on Letterheads
- Essay