Fall 2015 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 at least 10 hours of service work. Service hours can either be through CPCC Service-Learning opportunities 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?
   - Why do you believe it is important for organizations like Phi Theta Kappa to offer service to the community?

4) Attach a copy of the Fee Waiver Application and standard PTK 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, October 28.** (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, October 30, via the email address you provide on the application.**

Students who submit a fee waiver application but are not chosen still have the option to pay the $100 one-time fee by the induction ceremony and still participate in the induction 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:
  o Fee Waiver Application Form
  o Proof of Service on Letterheads
  o Essay