Fall 2019 PTK Fee Waiver Instructions

To qualify for the fee waiver:

1) Read about the four Phi Theta Kappa Hallmarks at www.cpcc.edu/ptk

2) Perform at least 10 hours of service work. Service hours can either be through CPCC Service-Learning opportunities (such as Service in Action! events) or in the community and must have been completed within the past 12 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.
   **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 (Worrell 1114) or Student Life offices in Worrell 1120 by 5pm, Wednesday, October 23, 2019. (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 at Central Campus no later than this deadline to be considered.)

Please note: A select few will be chosen for full or partial fee waivers each semester. Students who are chosen by the executive committee to have all or part of their fee waived will be notified by Monday, Oct. 28, at 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 Wavier Application Form
  o Standard PTK application
  o Proof of Service on Letterheads
  o Essay