

MEMORANDUM

DATE: July 1, 2016
TO: Prospective Applicants
FROM: Office of the Director
SUBJECT: North Carolina Principal Fellows Program Application for 2017 – 2019 (Class 24)

The application process is now open for the 2017 - 2019 North Carolina Principal Fellows Program scholarship loan.

There are several things you should keep in mind as you complete and submit the application:

- A.** This is a competitive, merit-based process. While meeting the nine minimum criteria makes you eligible to be considered for a scholarship loan, it does not mean you will be selected to receive a scholarship loan. **Exceptions are not made for applicants who do not meet the minimum qualifying criteria.**
- B.** The deadline for submission of the application is **Friday, February 3, 2017**. You must complete the online application by midnight on this date. All required documents including references must also be uploaded or received by this date. **Failure to submit all required documents by the deadline may result in your application not being reviewed for eligibility.**
- C.** The \$45.00 application fee is non-refundable, non-deductible and non-applicable to tuition or any fees.
- D.** You must have applied to a Master of School Administration program at a participating institution and must have been **unconditionally** admitted to the program by the time the Principal Fellows Commission selects the recipients in spring 2017.
- E.** As an applicant, it is important that you make your school district/employer aware of your application for a scholarship loan. **Section C**, should be used to discuss with the appropriate officials the two year leave of absence which you must take if awarded a Principal Fellows scholarship loan. **If selected as a Principal Fellow, you will need to apply for an official leave of absence or resign your position. Note: continuation of the state health plan for the Fellow is ONLY available to Fellows who are on an official leave of absence from their school system.**
- F.** Please use the checklist below, to ensure that you are uploading all required items and retain the checklist for your records. **Do not upload the checklist as a part of the packet.**

***Should you have any questions about the application, please telephone the
North Carolina Principal Fellows Program office (919) 843-6736.***

An Equal Opportunity/Affirmative Action Program

**Catherine Edmonds, Director • NC Principal Fellows Program • 919-843-6736 •
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NC PRINCIPAL FELLOWS PROGRAM 2017 -- 2019 APPLICATION CHECKLIST
(Retain this checklist for your records and information)

A completed application package will consist of the following items:

- _____ **Section A:** 2017 – 2019 Online Application (including a current résumé).
- _____ **Section B:** Written Goals Statement.
- _____ **Section C:** 2017 – 2019 School District Notification Form.
- _____ **Section D:** Three References, one of which must be from your current principal (or supervisor, if you are not an educator). **Each reference must include a completed Section D Waiver Form, Reference Rating Form, and a signed letter of endorsement on letterhead stationery. The letter and completed form should be sent by the person completing the reference and **mailed in a sealed and signed envelope by the person writing the reference**. **The deadline for submission of references is February 3, 2017.****

_____ **Official Transcripts:**

- **Official transcript(s) of all course work should be uploaded with the online application. The transcripts must bear the appropriate seal or signature and should include the final 60 hours of course credit even if earned on a part-time basis.**
- If institution(s) will not release official transcripts to you directly, you can request they be sent to the PFP Office: **NC Principal Fellows Program, PO Box 2688, Chapel Hill, NC 27515-2688**

_____ **GRE/MAT Test Scores:**

- You may submit a photocopy of these scores; there is no time restriction as to when taken.
 - **GRE** (by designating score recipient code **5543**) or **MAT** (by designating score recipient code **9916**). Scores may be sent directly to NC Principal Fellows Program.
 - The *test must be* **TAKEN BEFORE** and scores **SUBMITTED WITH** the **application by the deadline of February 3, 2017.**
 - **A test score is required for the PFP application, even if not required by MSA/graduate school.**
- _____ • \$45.00 application fee, non-refundable, non-deductible and non-applicable to tuition or any fees. Check or money order made payable to “UNC-GA.”