



HEAVY CONSTRUCTION CONTRACTORS ASSOCIATION

Heavy Equipment Operator

Scholarship Application | Memorandum of Understanding...



The **Heavy Construction Contractors Association** is pleased to offer this scholarship to assist aspiring Heavy Equipment Operators to obtain the necessary training and accreditation to obtain entry-level employment in the Heavy Equipment Operator profession. In consideration for receiving this scholarship, applicants acknowledge the following:

- ✓ This is **NOT** a needs-based scholarship – applicants must be willing to agree to the student expectations and sign a **Promissory Note**. The scholarship funds will be administered by the Lord Fairfax Community College Foundation and can be used for either HEO Level 1 or Level 2 program offerings;
- ✓ HCCA funding will cover 75% of the tuition cost. Student is expected to pay 25% of the tuition cost at time of registration.
 - Failure to successfully complete the program will result in the requirement to repay the Scholarship;
- ✓ The Heavy Equipment Operator training programs are delivered by Lord Fairfax Community College’s Office of Workforce Solutions;
- ✓ All HCCA Scholarship Applicants must successfully pass a drug test prior to receiving the funds; and,
- ✓ Only one HCCA Scholarship, per applicant, per lifetime, will be awarded.

INSTRUCTIONS: Please complete the general information requested, (✓) check the class you are registering for, enter the start date, sign the application AND the Promissory Note on the reverse side. Submit to WSCE.

Please print neatly:

TODAY’S DATE _____

FULL NAME _____

STREET ADDRESS _____

CITY/TOWN _____ STATE _____ ZIP _____

EMAIL ADDRESS _____ DAYTIME PHONE # _____

STUDENT EXPECTATIONS: Per submission of this application, the applicant agrees to the following conditions:

1. HCCA Scholarship applicants acknowledge the importance of a drug-free workplace. The inherent danger to coworkers and the public from operating heavy equipment demands consistent operator clarity; therefore, all applicants will be required to successfully pass a pre-arranged drug screening at the applicant’s expense. The estimated cost of the test is approximately \$40 and is payable to the screening provider;
2. HCCA Scholarship recipients will be expected to (a) regularly attend classes, (b) actively participate in all classes, (c) pass the class and (d) seek the designated credential or licensure at the end of the program;
3. HCCA Scholarship recipients are committed to pursuing a career in the Heavy Construction Industry;
4. HCCA Scholarship recipients acknowledge HEO employees must be physically able to perform essential tasks of work in the field of Heavy Construction; and,
5. HCCA Scholarship applicants will complete a Promissory Note (Reverse Side) agreeing to repay the HCCA scholarship within 90 days of the class end date if they fail to pass the class.

I agree to the above conditions as part of the application process, have not previously received HCCA Scholarship funding and understand failure to abide by all conditions may result in requirement to repay awarded funding.

Applicant Signature _____

Date _____

Check One...

Heavy Equipment Operator Level 1

Class Start Date: _____

Total Tuition \$2,748

HCCA Award \$2,061

Student Portion \$687

Heavy Equipment Operator Level 2

Class Start Date: _____

Total Tuition \$2,637

HCCA Award \$1,977

Student Portion \$660

Directions for Applying

1. Go to the Drug Testing Website, set up your profile, and order your Lab Orders. See the attached "How to Place Order" sheet with the website <https://portal.castlebranch.com/LG46> . You are taking the **Workforce Scholarship Drug Testing – LQ52dt: Drug Test**. Take your Lab Order to the testing site and complete the drug test.
2. Allow a minimum of two (2) days, then go back to the website and log in using your secure information to get your lab results. If you successfully pass the drug test, print out the results. If you do not pass the drug test, you can still take the class but you are not eligible for the scholarship. Be aware that employers require drug tests prior to employment.
3. Bring your lab results along with your Scholarship Application/Promissory Note to either our Fauquier or Middletown Office to register for the class. You will need to pay your student portion at the time of registration.

HEO Scholarship Promissory Note

FULL STUDENT NAME: _____

DATE: _____

As a condition of receiving this scholarship, I agree to the following terms and conditions:

1. **If I do not successfully complete the course by earning an "S" grade within thirty (30) days of the course end date, I agree to repay the LFCC Foundation for the full amount of the HCCA Award.** If I earn an "S" grade within thirty (30) days of the program end date, I will not have any further financial obligations to the College for this course.
2. If I must repay the HCCA Scholarship Award, **I understand and agree to the following terms:**
 - A. I agree that I must pay all the money I owed to the College Foundation within 90 days of the class end date, although there may be reasons under the law that would reduce the amount that I owe. I also agree not to claim that I do not owe the money to the College. This means that homestead and all other exemptions, presentations, demand, protest and notice of dishonor are hereby waived by the undersigned.
 - B. If the College does not receive payment within the timeframe noted in the College policy, I understand and agree that the Commonwealth may take all actions, including debt set-off, to collect the money I owe to the College.
 - C. I also agree to pay all associated collection costs and/or attorney's fees if necessary to collect the money I owe to the College Foundation.
3. **I understand the purpose of the HEO Scholarship** is to financially assist me to gain the knowledge **AND** the applicable industry recognized credential in the Heavy Equipment Operator profession. In addition, I understand that it is an expectation that I will seek the applicable credential or licensure associated with this program.
4. **I am 18 years or older.** If I am under 18 years old, a parent or legal guardian has completed this release form on my behalf.
5. By reading and responding to the following questions, **I will agree to the above terms and conditions of this promissory note.**
6. **I agree to the withdrawal, refund, repeat, completion, and non-completion procedures** at the College.
7. **I understand that I may file a complaint(s)** using the procedures established by the College.

Acknowledgement and Signature

I have read, understand, and agree to the terms and conditions of this promissory note.

PARTICIPANT SIGNATURE

PRINTED NAME



Lord Fairfax Community College - Workforce Scholarship Drug Testing

How to Place Order

Welcome to **my** 

To place your order go to:

<https://portal.castlebranch.com/LG46>

Package Name (if applicable):

Workforce Scholarship Drug Testing - LQ52dt: Drug Test

PLACE ORDER

SELECT PROGRAM

SELECT PACKAGE

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: **888.914.7279** or servicedesk.cu@castlebranch.com