



Project Steno
9 Hammond Street
Worcester, MA 01610
508-438-0314

Application for Tuition Assistance

Project Steno is the tradename of Project to Advance Stenographic Reporting, Inc.
Project Steno's purpose is to provide tuition assistance to select students who wish to learn stenographic reporting.

*Not all applicants will be received into the Project Steno tuition assistance program.
Project Steno will use the information below and an interview to determine which applicants will be granted tuition assistance.*

Name: _____ Application Date: _____

Email: _____ Cell phone: _____

Address: _____ City/State/Zip: _____

Please attach the following items to this application. Submit all documents at one time. Incomplete applications will not be considered.

- Work resume and volunteer resume, if applicable
- Copy of your college transcripts (high school transcripts if no college)
- Certificate of completion of NCRA's Discover Steno A-to-Z program
- Letter of recommendation from your A-to-Z program instructor (not needed if taken online)
- Letter of recommendation from a personal reference
- Letter of recommendation from a work reference
- Essay describing desire to become a court reporter or captioner (400-500 words).

Each of the submitted letters must be signed, dated, and contain the contact information (name, address, phone, email) of the author of the letter. The performance and progress of all students receiving Project Steno tuition assistance shall be monitored by a member of the Project Steno team. Failure to meet established benchmarks will jeopardize future tuition assistance. Selected candidates will be required to sign a Memorandum of Understanding acknowledging monitoring, performance, and progress requirements.

A member of the Project Steno team will contact you approximately one week after your submission to confirm receipt of your application and to schedule a telephonic interview with you.

I hereby certify that all of the information in this application and the attachments is accurate and complete. I understand that all of the information contained in this form will be treated confidentially by Project Steno. If I am a recipient of tuition assistance, I understand that Project Steno may use my first name in its publications.

Signature: _____ Date: _____

Please return completed form and required documents by mail to the address on this letterhead, by email to Nancy@ProjectSteno.org, or by fax to 508-753-9284. All delivery methods are acceptable.