

**Brian Caubarreaux “Do It Right” Scholarship  
Guidelines & Administration of Funds  
REVISED 4/2/2018**

**Overview**

The Brian Caubarreaux “Do It Right” Scholarship was established in March 2015 by Brian Caubarreaux and Associates, a law firm owned by Attorney Brian Caubarreaux, to provide assistance to those striving for a better tomorrow. Students attending Central Louisiana Technical Community College (CLTCC) will have the chance to “Do It Right” with a full-ride scholarship to pursue a career of their choice. Scholarship recipients must attend CLTCC and pursue a Career and Technical Education. The selected applicant can attend any campus.

Priority will be given to applicants with a financial need. The scholarship is separate from the financial aid award process. However, scholarship recipients who also receive financial aid cannot be awarded financial aid in excess of their cost of attendance as per the Department of Education federal guidelines. The scholarship covers tuition, books, and fees.

**Eligibility Requirements (you must meet these requirements to apply)**

- Admitted to a CLTCC campus
  - *Admission application must be on file with CLTCC*
- High school senior, OR
- Student who earned his/her High School Equivalency Diploma or GED
- Current or continuing students (already attending CLTCC)
  - *Must provide copy of unofficial CLTCC transcript*
  - *Must provide letter of good standing from current CLTCC instructors*
- Minimum 2.5 GPA, 45 High School Equivalency Test (HiSET), or 450 GED score
- Complete the Do It Right Scholarship Application
- Complete the Free Application for Federal Student Aid (FAFSA) and provide proof
- Combination of Attributes: Performance, Drive, Ability, Financial Need, and Desire to seek a Career and Technical Education from CLTCC
- U.S. Citizen
- Attend in-person interview at CLTCC with Scholarship Selection Committee
- Must stay enrolled in CLTCC to continue receiving scholarship
- Must be in good standing

**Application Process**

Applications will be available in early spring. The recipient(s) will be announced in May. When the application period opens, applications will be available on the CLTCC website at [www.clccc.edu](http://www.clccc.edu) under the “Financial Aid” tab. Applicants may hand deliver, mail, or e-mail their completed application.

**Hand Deliver/Mail:**

Central Louisiana Technical Community College  
Alexandria Main Campus  
516 Murray St.  
Alexandria, La 71301  
Attn: Do It Right Scholarship Application

**Email:**

[doitright@cltcc.edu](mailto:doitright@cltcc.edu)

**Selection Process**

A team of CLTCC employees made up of administrators and staff will carefully review the scholarship applications submitted and select the top 10 applicants based on the eligibility guidelines.

A Scholarship Selection Committee made up of CLTCC administrators, staff, and business and community leaders will conduct in-person interviews with the top 10 applicants and select the most deserving recipient(s). Each applicant will be contacted to schedule his or her interview. All interviews will be conducted on the same day at the Alexandria Main Campus. Each interview will last approximately 15 to 20 minutes. No exceptions will be made regarding this requirement. If an applicant cannot participate in the in-person interview or does not show up for the interview, the applicant will be disqualified.

**Scholarship Notification**

The recipient(s) will be announced in May. After the Scholarship Selection Committee completes the in-person interviews with the top 10 candidates, the committee will vote to select the recipient(s) and then share this information with Brian Caubarreaux and Associates. Mr. Caubarreaux will personally notify the selected recipient(s). The recipient(s) will be announced through various communication vehicles (TV, news releases, website, CLTCC commencement, etc.). Applicants not selected may re-apply for the next academic year provided the scholarship continues to remain in effect.

**Scholarship Payments**

The scholarship covers tuition, books, authorized supplies and fees based on the highest credential available for the chosen program of study. CLTCC's two highest credentials are a Technical Diploma (TD) and an Associate of Applied Science (AAS) degree. Applicants must select a program of study on their scholarship application. If a recipient changes his or her program of study after the scholarship is awarded, and there is a difference in the cost of the programs, the recipient will be responsible for the cost difference if higher. For example, if the recipient initially enrolls in the Pharmacy Technician program and later decides to enroll in the Business program, the recipient will have to pay the cost difference, as the program costs for Business are higher than the program costs for the Pharmacy Technician program. If the recipient initially enrolls in the Business program and later decides to enroll in the Pharmacy Technician program, the recipient will only receive funds to cover the tuition, books and fees for the Pharmacy Technician program. The scholarship funds are not awarded to scholarship recipients as lump sum payments; funds are awarded each session/semester of attendance.

Recipients must be enrolled to receive his or her award. Scholarship funds will be distributed after the last day to withdraw from CLTCC, and they can only be used toward expenses incurred during the first session or semester of enrollment after the scholarship is awarded. For example, if you are a continuing student at CLTCC, and you apply and receive a scholarship, the scholarship is not retroactive for previous sessions or semesters. It cannot be used to pay for tuition, book, or fees incurred before the scholarship was awarded.

**Payment Process:**

1. Scholarship recipient(s) selected by Scholarship Selection Committee.
2. Award amount(s) calculated by CLTCC based on scholarship recipient(s) program of study.  
  
*If recipient is a first-time student, scholarship amount will be based on program cost sheet.*  
  
*If recipient is a continuing student currently enrolled, the Registrar will conduct a degree audit to determine remaining tuition, books, authorized supplies and fees.*
3. Finance will assist in calculating the remaining program costs for recipient(s) currently enrolled.
4. CLTCC Scholarship Administrator will prepare and mail an official award letter, program cost sheet, and copy of the scholarship guidelines/administration of funds to recipient(s), Financial Aid Coordinator, Bursar, and Student Accounts Receivable Accountant.
5. The Bursar will extract the recipient(s) tuition and fee bill from Banner after the 14-day count.
6. CLTCC Scholarship Administrator will mail copy of the student's invoice for each recipient to Jennifer Holbrook at [jenn@holbrookmultimedia.com](mailto:jenn@holbrookmultimedia.com) working on behalf of Brian Caubarreaux's office. Ms. Holbrook will forward the amount due to Mr. Caubarreaux for payment purposes.
7. Mr. Caubarreaux will mail total payment to CLTCC.
8. Payments will be applied to the recipient(s) account via contract. If recipient(s) has received a full Pell Grant award and student loans, the recipient(s) student loan award may be reduced to prevent him/her from being over awarded as per the Department of Education guidelines.
9. If recipient(s) has a credit due to the scholarship payment, he/she will receive the credit in the form of a refund.

*Note: CLTCC Tuition, book, authorized supplies and fees are subject to change. The scholarship is based on the total program costs to receive the highest credential available in the selected CLTCC program at the time the scholarship is awarded.*

**Academic Progress/GPA**

Scholarship recipients must maintain a 2.5 grade point average for the session/semester and a 2.5 cumulative GPA in order to retain his or her scholarship. If a recipient's GPA falls below a 2.5, he or she will need to complete a *Do It Right Scholarship Appeal Form*. This form is located on the CLTCC website at [cltcc.edu](http://cltcc.edu) under "Student Services" and "Student Forms" . The appeal request should explain why the student has not maintained the required GPA. Proof of the circumstance also must be provided. The request will be reviewed by CLTCC and Brian Caubarreaux & Associates. The scholarship recipient will be notified within two weeks from the

date of the request if he or she is eligible to continue receiving scholarship funds to complete his or her program. The committee will consist of a diverse group of individuals, including staff and faculty from Student Services, Academic Affairs and Marketing.

### **Program Completion/Graduation**

The overall goal of the Do It Right Scholarship is to help students earn a credential and start a new career. Therefore, program completion is vital. As a two-year, technical and community college, most credit programs at CLTCC can be completed in six semesters or two years. As a result, scholarship recipients are expected to complete his or her selected program within this two-year time frame.

However, there may be circumstances such as personal tragedies, illness, or natural disasters that prevent scholarship recipients from earning their credential within this time frame. In these special circumstances, scholarship recipients must complete and submit a *Do It Right Scholarship Appeal Form* to the CLTCC Office of Financial Aid. This form is located on the CLTCC website at [cltcc.edu](http://cltcc.edu) under "Student Services" and "Student Forms". The appeal request should explain why additional time for program completion is needed. Proof of the circumstance also must be provided. The request will be reviewed by CLTCC and Brian Caubarreaux & Associates. The scholarship recipient will be notified within two weeks from the date of the request if he or she is eligible to continue receiving scholarship funds to complete his or her program. The committee will consist of a diverse group of individuals, including staff and faculty from Student Services, Academic Affairs and Marketing.

### **Questions?**

Please contact the Do It Right Scholarship Administrator at (318) 487-5443 or 1-800-278-9855.

#### *Important Reminders:*

*\*If a scholarship recipient has already completed a portion of his or her program, the scholarship will pay the student's remaining tuition, books, authorized supplies and fees.*

*\*The scholarship is based on the total program costs to receive the highest credential available in the selected CLTCC program at the time the scholarship is awarded. This will be a TD or an AAS.*

*\*Repeat courses are not included in the total program costs. If a recipient has to repeat a course in his or her program, the scholarship will not cover the expense for the repeated course.*

*\*Scholarship recipients must maintain a 2.5 grade point average and complete all required courses to graduate. Academic progress is reported to Brian Caubarreaux & Associates.*

*\*Scholarship recipients are expected to complete his or her selected program within two years or the scholarship will be forfeited. Exceptions must be approved by CLTCC and Brian Caubarreaux & Associates.*

*\*Industry Based certifications are not eligible to receive the scholarship at this time.*