



Dear Habitat for Humanity Homeowner:

As most of you know, our affiliate, Oconee County Habitat for Humanity (OCHFH) can provide you through the Holzhauser Education Fund educational assistance. This assistance is available to all homeowners and family members that live with them. This fund's resources are limited and the Board of Directors of OCHFH are responsible for the stewardship.

If you are interested, a packet of documents is enclosed that needs to be filled out by each requester and returned **through the mail**. Although the packet is more than the traditional one-page form, it should not take more than an hour to complete. However, if you have any questions, you can direct them to me by email (this is better because if you call me I may not have the forms available). [raj0628@hotmail.com](mailto:raj0628@hotmail.com)

It is our hope to keep this fund available into perpetuity; with your success, vision and hard work we believe nothing can stand in our way.

Sincerely,

Richard Johnson  
Treasurer, Oconee County Habitat for Humanity

Oconee County Habitat for Humanity - Holzauer Education Fund

Information, Instruction and Checklist (Please read this before submitting documents for Grant)

Information and Instruction

1. The Fund is for the exclusive use and purpose Oconee County Habitat for Humanity Homeowners and their family members of the Habitat household.
2. No individual or person within their household, will be considered if they are past due on their mortgage.
3. The Fund is non-discriminatory regarding race, religion, ethnic background, age or gender.
4. A **REQUEST FORM** with key information will need to be filled out each period (Semester, Quarter or Session) with the nature of the continuing education, general information about the homeowner, the student (if different) the institution, the beginning and ending dates of the term, specifically the degree, certification or specialization being sought and when graduation or completion is expected. We have provided you with a **REQUEST FORM** for making this information clear to the Education Committee that will be deciding your request.
5. The Fund is for the sole purpose of financial support of:
  - a. Up to \$1000 per semester or \$500 per quarter of continuing education for post High School studies and
  - b. Up to \$350 towards a General Education Diploma (GED)
6. A **DETAILED EXPENSE SHEET** for payments up to these amounts (\$1000/\$500/\$350) based on actual expenses for tuition, room, board, books and transportation. Expenses will be shown on this sheet with receipts attached. If at the time of submission, a receipt has not been obtained, an estimate can be made and a receipt for that expense will be required with the next submission. EXCEPTION: Transportation costs up to \$50/semester or \$25/quarter will not require a receipt. Please use the **DETAILED EXPENSE SHEET** attached for the request of funds.
7. Grants currently to be distributed are as follows:
  - a. Post High School - up to \$1000/semester or up to \$500/quarter.
  - b. GED - up to \$350/session or exam provided the 1<sup>st</sup> \$10 is paid by the participant.
8. A grade of at least "C" will need to be obtained in order for the participant to continue to receive payments in the future. If the participant receives a grade less than "C" (D, F or Fail), then the following remedies are available to receive future payments:
  - a. Retake the course at the individual's expense and present a grade of "C" or better or
  - b. Repay the fund the money for the course (this will require an actual payment back to Habitat for the course as opposed to reduction of future funds).
9. Funds are to be used for any accredited online or campus classes. The recipient must provide documentation of accreditation to OCHFH, if requested.
10. All requests **MUST BE** mailed (NO EMAILS) to Treasurer, Oconee County Habitat for Humanity, P.O. Box 685, Seneca, SC 29679

**CHECKLIST** (Place checkmark next to each number/letter when completed):

1. I have read and understand the above Information and Instruction.
2. I understand that the funds being distributed are being provided on a discretionary basis as such:
  - a. Although the funds are available this term they may not be available in the future.
  - b. The providing of these funds is the decision of an Educational Committee based on the rules that have been provided.
  - c. Granting of the monies available will be based on all the instructions stated above and the individual's ability to fill out and provide the appropriate documentation for these forms.
3. I have filled out completely and attached the following forms and documents:
  - a. Request Form.
  - b. Detailed Expense Sheet.
  - c. Checklist (this document).
  - d. If you previously received educational funds, submit a transcript of the courses taken and the grades received.

By signing below, I acknowledge that I have read the above instructions and understand them. I also certify that the information I have provided is true and fairly stated to the best of my knowledge and belief.

---

Signature and Date

---

Name Neatly Printed

Oconee County Habitat For Humanity - Holzhauser Education Fund  
Request Form

Term Applying for:

Habitat Homeowner

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Student Requesting Funds

Student Name \_\_\_\_\_  
Relation to Habitat Homeowner \_\_\_\_\_  
Contact telephone number \_\_\_\_\_  
E-mail address, if available \_\_\_\_\_

Educational Institution Attending

Name of institution \_\_\_\_\_  
Address of institution \_\_\_\_\_  
Course(s) being taken this term \_\_\_\_\_  
Term start and ending dates Start: \_\_\_\_\_  
Ending: \_\_\_\_\_  
Degree/certificate being pursued \_\_\_\_\_  
Expected date of graduation \_\_\_\_\_

Submission

I certify that the above information is true and correct, to the best of my knowledge,  
and that the funds being requested will be used for the purpose of completing the  
courses described above.

\_\_\_\_\_  
(Signature of Student Requesting Funds)

\_\_\_\_\_  
(Date)

Please submit this form to:

Oconee County Habitat For Humanity  
Attn: Treasurer  
P. O. Box 685  
Seneca, SC 29679

Oconee County Habitat For Humanity - Holzauer Education Fund  
 DETAILED EXPENSE SHEET - (PLEASE PRINT NEATLY)

Term applying for:

Habitat Homeowner/Student

Name \_\_\_\_\_  
 Student Name \_\_\_\_\_  
 Name of institution \_\_\_\_\_

Funds Being Requested

Funds Being Requested for this Semester/Quarter/Period:

Item	Dollar Amount	Attached (Place check mark)	Estimated (Place check mark)
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room	<input type="text"/>	<input type="text"/>	<input type="text"/>
Board	<input type="text"/>	<input type="text"/>	<input type="text"/>
Books	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transportation	<input type="text"/>	No Documentation Required	
<b>TOTAL</b>	<input type="text"/>		

Receipts being provided for Estimates made in the previous Semester/Quarter/Period:

Item	Original Estimated Dollar Amount	Actual Dollar Amount	Receipt Attached (Place Check)
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room	<input type="text"/>	<input type="text"/>	<input type="text"/>
Board	<input type="text"/>	<input type="text"/>	<input type="text"/>
Books	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submission

I certify that the above information is true and correct, to the best of my knowledge,  
 and that the funds being requested will be used for the purpose of completing the  
 courses described above.

\_\_\_\_\_  
 (Signature of Student Requesting Funds)

\_\_\_\_\_  
 (Date)

Please submit this form to: Oconee County Habitat For Humanity  
 Attn: Treasurer  
 P. O. Box 685  
 Seneca, SC 29679