



NC Criminal Justice Fellows Program

The North Carolina Criminal Justice Fellows Program provides funding for an associate degree and support to start a career in criminal justice.

Get Funding For:

- College tuition
- College fees
- College textbooks
- College supplies

High school seniors, graduates, and current professionals are eligible and encouraged to apply!

Application Deadline: April 30

Program Contact Info

Mary Burton, CJFP Manager

Phone: (919) 306-2597

Email: cjfellows@ncdoj.gov

Web: ncdoj.gov/cjfellows



Criminal Justice Fellows Program Frequently Asked Questions

Who can apply and what are the eligibility requirements?

The Criminal Justice Fellows Program is open to high school seniors and high school graduates. To be eligible to apply for and participate in the Criminal Justice Fellows Program, an individual must be a North Carolina resident, be a high school senior or a high school graduate, intend to pursue an Associate in Applied Science in Criminal Justice or other Committee approved related field of study (2-year degree) at a North Carolina community college, and intend to work full-time in an eligible criminal justice profession anywhere in North Carolina for four (4) years following graduation.

How do I apply?

To apply, download the program application from www.ncdoj.gov/cjfellows. Submit your completed application along with copies of your unofficial high school transcript, your SAT and/or ACT scores (optional), two (2) references, your driver's license or government issued ID, and AOC records checks from all counties that you have resided in or may have been charged in (if you are 18+ years old) to the Program Manager for processing. Completed applications and accompanying documents may be submitted by email, fax, or mail to the addresses below:

Email: cjfellows@ncdoj.gov

Mailing Address:

Criminal Justice Fellows Program
P.O. Box Drawer 149

Fax: (919) 779-8210

Raleigh, NC 27602-0149

When is the application deadline?

The application process opens annually from August 1st and closes on April 30th. The Criminal Justice Fellows Program awards only 100 fellowships per year and the selection process is ongoing, so applicants are encouraged to apply early. Completed applications and all accompanying documents **must** be received by the application deadline to be considered. If applying via mail, applicants should make sure to mail it early enough to be **received** by the application deadline as we use the date received and not the postmarked date.

How will applications be reviewed?

Applications are reviewed based on five (5) criteria: scholastic profile, writing ability, school and community service, references, and potential for excellence in an eligible criminal justice profession. Applications are reviewed by the program Manager for completeness in the order that they are received and presented to the Committee at each quarterly Committee meeting for selection and admission into the program.

Why should you apply to be a Fellow?

The Fellowship can help you to achieve your educational and professional goals by providing funds for tuition, fees, and textbooks and supplies. The maximum fellowship value per student for one academic year (two semesters) is **\$3,152.00**. Maximum values are as follows:

Fall Tuition (16+ hours)	\$1,216.00	Spring Tuition (16+ hours)	\$1,216.00
Fall Fees	\$60.00	Spring Fees	\$60.00
Fall Books/Required Items	<u>\$300.00</u>	Spring Books/Required Items	<u>\$300.00</u>
	Total \$1,576.00		Total \$1,576.00

The total value of the fellowship over two years is **\$6,304.00**. Tuition, fees, books, and items beyond these listed values per semester/over the course of their program are the responsibility of the student. The Fellowship will not pay for courses being retaken due to the student having previously failed or dropped the course.

Criminal Justice Fellows Program Frequent Asked Questions

I'm taking a year off from school after I graduate from high school or graduated from high school many years ago. Am I eligible to apply to the program?

Yes! High school graduates who would like to obtain their associate degree and intend to work full-time in an eligible criminal justice profession in North Carolina following graduation are eligible to apply. Individuals who have previously graduated high school and are considering/currently working in criminal justice are encouraged to apply!

I previously graduated from high school and am currently working as a criminal justice professional in North Carolina. Am I eligible to apply to the program?

Yes! Individuals currently employed in eligible criminal justice professions are eligible to apply for the Criminal Justice Fellows Program. After you graduate with your Associate in Applied Science in Criminal Justice or other Committee approved related field of study (2-year degree), you will just need to continue working in an eligible criminal justice profession for four (4) years to remain eligible to have your loan forgiven.

What does residency mean?

Applicants for the program must be "a resident for tuition purposes as defined in § 116-143.1(a)(2)".

According to § 116-143.1(a)(2), "a 'resident for tuition purposes' is a person who qualifies for the in-State tuition rate. To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his length of residence in the State."

Based on this state law, an applicant must have lived in a North Carolina County for 12 months.

Application to the program requires a copy of the applicant's driver's license or government issued ID as proof of residency.

What professions can I go into after graduating with my degree under the program?

You may go into any profession whose certification is administered by either the Criminal Justice Education and Training Standards Commission or the Sheriff's Education and Training Standards Commission. Eligible professions include state and local law enforcement officers, state correctional officers, state juvenile justice officers, other correctional officers maintained by local governments and juvenile justice agencies, sworn sheriffs and deputy sheriffs, detention officers, and telecommunicators under the direct supervision of a law enforcement agency.

May I seek employment with a state agency after graduating?

Yes. As long as the position with a state agency is an eligible criminal justice profession, you may work for a state agency to fulfill your four (4) year post-graduation employment obligation and remain eligible for loan forgiveness.

Do I have to maintain full-time student status while in the program?

It depends. You must become and remain a full-time student while in the program *unless* you do not need to be a full-time student in order to finish your degree in two years. For example, if you earned college credit in high school or completed summer classes, you may not need to be a full-time student during each semester to graduate within two (2) years. You must complete and submit a Status Credit Request form request form to apply for a waiver of the full-time requirement and must graduate with your associate degree within two (2) years of beginning the program.

If I fail a class, will the program pay for it when I retake it?

No. The program will not pay for you to retake classes that you have failed or withdrawn from. You may, however, pay for the class on your own.

I would like to take an online class at another community college. Will the fellowship pay for the class at that college?

No. The fellowship only applies to classes taken at your chosen/primary community college. Any classes you take elsewhere will be your responsibility to pay. If you are planning to fully transfer to a different community college (ex. you are moving and transferring colleges), you must complete and submit a Transfer Request form. This form must be submitted to the Program Manager before the end of the semester prior to the semester you would like to transfer.

Will the fellowship pay for a bachelor's degree?

No. The fellowship is intended only for an Associate in Applied Science Degree in Criminal Justice or another Committee approved field. Fellows are expected to graduate within two (2) years and become certified and employed full-time in an eligible criminal justice profession in North Carolina upon graduation.

What does it mean if I'm in "default"?

Default is defined in the law under § 17C-23(e).

Default -- The Committee shall determine the events that constitute a default during the Program, including, but not limited to, failure by the recipient to comply with the obligations set out in G.S. 17C-22(h). In the event of default during the Program, the Committee may declare the entire unpaid amount of indebtedness evidenced by the note, including interest, immediately due and payable. A default shall preclude further participation by the recipient in the Program. Upon default, the Committee shall notify the recipient, in writing, by certified mail, return receipt requested, addressed to the recipient at the last address on file with the Committee. Refusal or non-delivery at that address will be deemed delivered after seven days. The Committee may allow a recipient who is in default to repay all funds distributed, including interest. If the Committee approves repayment, the recipient will receive the conditions of repayment and will have 60 days to begin repayment of all funds distributed, including interest. The recipient will have up to 60 months to repay all funds distributed, including interest.

What does it mean if I'm in repayment?

Repayment is defined in the law under § 17C-23(d).

Repayment -- If the recipient notifies the Committee that the recipient intends to forego forgiveness of the loan after completion of the Program, the Committee shall provide the recipient with the conditions of repayment and the recipient will have 60 days to begin repayment of all funds distributed, including interest. The recipient will have up to 60 months to repay all funds distributed, including interest.

Who can I contact if I have a question about the program?

If you have any questions or would like to request more information about the Criminal Justice Fellows Program, please contact the CJ Fellows Program Manager at cjfellows@ncdoj.gov.

Criminal Justice Fellows Program Application Directions

1. Fill out the application completely. All fields marked with an * are required and cannot be left blank. Incomplete applications cannot be processed.
2. Gather the following documents. These items should be sent along with your application.
 - Unofficial high school transcripts
 - SAT and/or ACT scores (optional but recommended)
 - Two (2) references (to be submitted on the CJFP reference form and/or on official letterhead)
 - Copy of your driver's license or government issued ID
 - AOC records checks from all counties you have resided in or may have been charged in (if 18+ years old)

If using a smartphone to scan your documents, please use a scanning app to scan them into a PDF (**do not** just take photos of your documents). If emailing your application, please send the accompanying documents as attachments.

3. Submit your application and accompanying documents by **April 30th at 5:00 pm**. Incomplete applications and/or applications received after the cutoff date will not be processed. **NOTE:** If mailing your application, please make sure to mail it with adequate time to be **delivered** to our office by the cutoff date and time. Applications and accompanying documents may be submitted via email, fax, or mail to the addresses below.

Email: cjfellows@ncdoj.gov

Mailing Address:

Criminal Justice Fellows Program

P.O. Box Drawer 149

Fax: (919) 779-8210

Raleigh, North Carolina 27602-0149

4. Once our office has received your completed application, we will send you a confirmation email letting you know we have received it and providing additional information for the application process. Email cjfellows@ncdoj.gov if you have any questions about the application process or materials.

Question Regarding Criminal Offense Record on Application

The following question appears the Employment History and Criminal Record section (p. 4) of the application.

*Have you ever been arrested by a law enforcement officer or otherwise charged with a criminal offense? The term "charged" as used in this question includes being issued a criminal citation or summons. If you have questions regarding listing charges, please refer to the application directions. * Yes No*

Answer the question completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. If any doubt exists in your mind as to whether or not you were arrested or charged with a criminal offense at some point in your life or whether an offense remains on your record, you should answer "Yes." You must list any and all criminal charges regardless of the date of offense and the disposition (to include dismissal, not guilty, *no/pros*, prayer for judgement, or any other disposition where you entered a plea of guilty). Include all offenses other than minor traffic offenses. Specifically include DWI, DUI, driving while under the influence of drugs, driving while license permanently revoked, speeding to elude arrest, or duty to stop in event of accident. **These offenses may not disqualify you but need to be stated for review.**

If you have any questions about the Criminal Justice Fellows application, please contact Mary Burton, Criminal Justice Fellows Program Manager at cjfellows@ncdoj.gov or (919) 306-2597.

Criminal Justice Fellows Program Application

Please be sure to enter all required information when completing your application. Your application, transcripts, SAT and/or ACT scores, references, copy of your driver’s license/government issued ID, and AOC records checks from all counties you have resided in or may have been charged in (if 18+ years old) must be received by our office by **April 30th at 5:00 pm**. Any documents received this cutoff will not be processed. Upon receipt of your application, you will receive an email confirming receipt and providing additional information for the application process. Applications and accompanying documents may be submitted by email, fax, or mail. **Fields marked with an * are required.**

Personal Information

First Name *

Middle Name *

Last Name *

Date of Birth *

Phone Number *

Email Address *

Street Address *

State *

North Carolina

City *

Postal/Zip Code *

County of Residence *

Gender (Optional)

Race (Optional)

Have you registered with the Military Selective Service System? Yes No N/A

Current School (Optional/Applicable if you are in high school)

Indicate the semester and year you plan to begin college courses: Spring _____ Fall _____

North Carolina Community College You Plan to Attend * (See Appendix A for a list of NC Community Colleges)

Criminal Justice Profession(s) You Are Interested In * (See Appendix B for a list of eligible professions)

How did you hear about us? * College Fair Social Media DOJ Website A CJ Fellow CJ Agency Other

Acknowledgement

I am a U.S. citizen. *

Yes No

I am a legal resident of North Carolina. *

Yes No

I am a high school graduate, high school senior, or high school junior who is graduating early. *

Yes No

I understand that upon successful submission of my application I will receive a confirmation email from the Criminal Justice Fellows Program containing additional information about the remaining application requirements. *

Yes No

I understand that I am responsible for accessing and downloading the reference form from the North Carolina Department of Justice website and returning two (2) completed reference forms and/or written reference letters on official letterhead to the Criminal Justice Fellows Program with my application by April 30th at 5:00 pm. *

Yes No

I understand that if my SAT and/or ACT test scores are not listed on my transcript being sent to the Criminal Justice Fellows Program, I should have an official score report sent directly to the Criminal Justice Fellows Program and that only score reports dated within the last year will be accepted for this application. *

Yes No

I understand that the Criminal Justice Fellows Program is not responsible for misdirected or misguided mail including copies of transcripts, score reports, or reference documents. *

Yes No

I understand that Criminal Justice Fellows Program forgivable loan funds will only cover tuition, fees, and the cost of books at North Carolina community colleges up to the amounts prescribed in the Program Guide. *

Yes No

I understand that if I am offered a Criminal Justice Fellows award and am less than 18 years old, I will be required to obtain a surety who is willing to sign the promissory note with me. *

Yes No

I understand that if I accept a Criminal Justice Fellows award, I will be required to maintain continuous enrollment at my chosen North Carolina community college, maintain a minimum cumulative 2.0 GPA, maintain appropriate credit hours for each semester to graduate within two (2) years with an Applied Associate Degree in Criminal Justice or in a Committee-approved related field of study, and accept full-time employment in an eligible criminal justice profession for at least four out of five years following graduation. *

Yes No

Community Involvement

List extra-curricular activities in which you have participated, or any awards received while in high school. These may include, but are not limited to, clubs, organizations, athletics, band, etc. Please be as specific as possible. For example, list "JV Soccer" and "Varsity Soccer" as separate activities instead of simply listing "Soccer". Please do not list acronyms for groups or organizations. For example, please write "Fellowship of Christian Athletes" instead of simply listing "FCA".

When considering volunteer activities please follow these rules:

1. Single day volunteer activities should not be included, as no score will be given for these activities. For example, do not list "Relay for Life" if your involvement was limited to walking on the night of the event.
2. Do not include volunteer activities that you completed as a member of an organization or club you list as an activity. For example, do not list a canned food drive that you completed as a Key Club member.
3. Only include volunteer activities in which you participate regularly.
4. Include the organization or group with whom you completed the activity. For example, please write "tutoring elementary students at Green Acres School" instead of simply listing "tutoring".
5. If you assumed a leadership role within the volunteer activity, please be sure to include it.

Please indicate the number of years you have participated in the activity listed and any leadership roles you may have held. Please do not list employment (as the next section will cover that).

Activity

Time Frame

Employment History and Criminal Record

List all jobs, positions, appointments, or internships you have held, starting with your present or most recent job.

Employer

Job Title

Start Date

End Date

Hours Per Week

Employer Phone Number

Employer

Job Title

Start Date

End Date

Hours Per Week

Employer Phone Number

Employer

Job Title

Start Date

End Date

Hours Per Week

Employer Phone Number

Have you ever been arrested by a law enforcement officer or otherwise charged with a criminal offense? The term “charged” as used in this question includes being issued a criminal citation or summons. If you have questions regarding listing charges, please refer to the application directions. *

Yes

No

If you answered “yes”, please list the details below including the date of the offense, type of offense, charging agency, and disposition. You may attach additional pages if necessary.

Essay

Please describe yourself and your future career goals in the criminal justice profession. What type of criminal justice position(s) are you interested in and for which agency/agencies would you like to work for? What has inspired you to engage in the pursuit of these goals? How would this program aid you in achieving these goals? Your essay must be between 250-500 words. *

Application Checklist

Please carefully review the information you have provided up to this point and confirm that the information is complete, truthful, and filled out the best of your ability. After you have reviewed this information, prepare the final components of this application including **at least two (2) references** and your **unofficial transcript**.

Your application will not be reviewed until all documents are received by the Criminal Justice Fellows Program. Please check off the corresponding boxes below after you have completed each requirement and collected the required documentation. Thank you for interest in the program and good luck!

- I have completed the Personal Information section of this application.
- I have completed the Acknowledgement section of this application.
- I have completed the Community Involvement section of this application.
- I have completed the Employment History and Criminal Record section of this application.
- I have completed the Essay section of this application.
- I have attached/submitted my unofficial transcript.
- I have attached/submitted my SAT and/or ACT scores.
- I have attached/submitted at least two (2) reference letters/forms to the program.
- I have attached a copy of my driver’s license or government issued ID.
- If I am 18+ years old, I have obtained and attached an AOC or equivalent agency criminal records background check from all counties I have resided in or may have been charged in.

Please initial below to certify that you have completed each of the items on this checklist. *

Internal Office Use Only

Application Received On

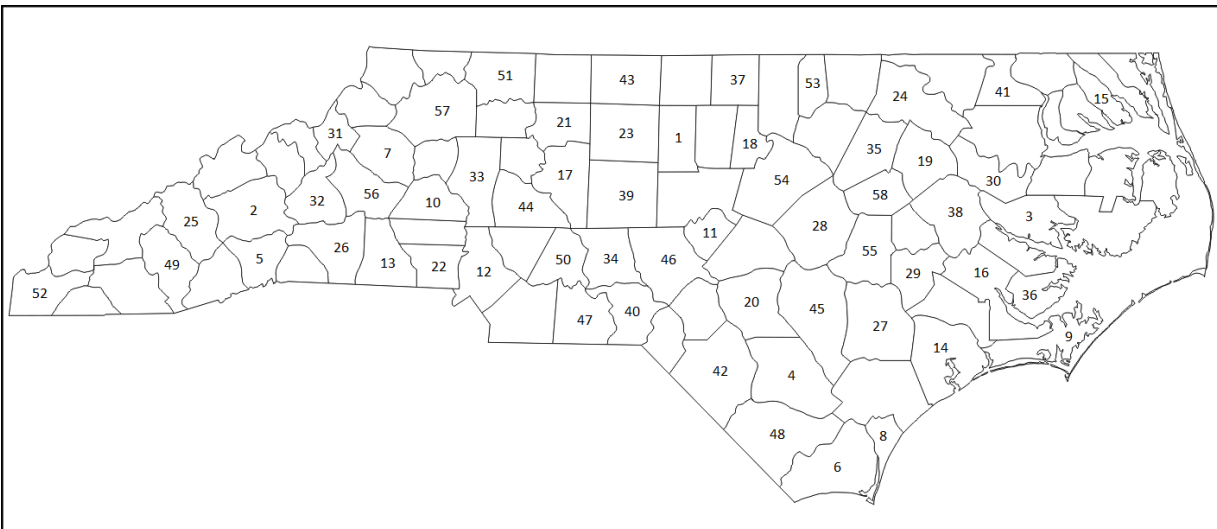
Transcript Received On

SAT and/or ACT Scores Received On

Reference Letters Received On

North Carolina Community Colleges

1. Alamance Community College
2. Asheville-Buncombe Technical Community College
3. Beaufort County Community College
4. Bladen Community College
5. Blue Ridge Community College
6. Brunswick Community College
7. Caldwell Community College
8. Cape Fear Community College
9. Carteret Community College
10. Catawba Valley Community College
11. Central Carolina Community College
12. Central Piedmont Community College
13. Cleveland Community College
14. Coastal Carolina Community College
15. College of the Albemarle
16. Craven Community College
17. Davidson-Davie Community College
18. Durham Technical Community College
19. Edgecombe Community College
20. Fayetteville Technical Community College
21. Forsyth Technical Community College
22. Gaston College
23. Guilford Technical Community College
24. Halifax Community College
25. Haywood Community College
26. Isothermal Community College
27. James Sprunt Community College
28. Johnston Community College
29. Lenoir Community College
30. Martin Community College
31. Mayland Community College
32. McDowell Technical Community College
33. Mitchell Community College
34. Montgomery Community College
35. Nash Community College
36. Pamlico Community College
37. Piedmont Community College
38. Pitt Community College
39. Randolph Community College
40. Richmond Community College
41. Roanoke-Chowan Community College
42. Robeson Community College
43. Rockingham Community College
44. Rowan-Cabarrus Community College
45. Sampson Community College
46. Sandhills Community College
47. South Piedmont Community College
48. Southeastern Community College
49. Southwestern Community College
50. Stanly Community College
51. Surry Community College
52. Tri-County Community College
53. Vance-County Community College
54. Wake Technical Community College
55. Wayne Community College
56. Western Piedmont Community College
57. Wilkes Community College
58. Wilson Technical Community College



Eligible Criminal Justice Professions

Fellows must obtain and maintain employment one of the following eligible criminal justice professions for four (4) years upon graduation to be eligible for loan forgiveness. This list is not exhaustive and simply represents broad examples of eligible professions. If you have any questions about whether a criminal justice profession that you are interested would fall under one of the listed eligible criminal justice professions, please email cjfellows@ncdoj.gov.

- State and local sworn law enforcement
 - State police officers, city/municipal police officers, metro police officers, highway patrol troopers, detectives, gang officers, K-9 officers
- State correctional officers
 - Prison correctional officers, prison housing unit managers, prison program directors, wardens
- State juvenile justice officers
- Other correctional officers maintained by local governments, and juvenile justice agencies
- Sworn Sheriffs and Deputy Sheriffs
 - Sheriffs, Deputy Sheriffs, bailiffs
- Detention officers
 - County detention officers/jailers
- Telecommunicators under the direct supervision of a law enforcement agency
 - Telecommunicators/dispatchers working for a police department or sheriff office

Criminal Justice Fellows Program Reference Form

Name	
Agency/Business/School	
Relation to Applicant	
Contact Information	

Please explain why you believe the applicant will be a good fit for the Criminal Justice Fellows Program. Describe any relevant considerable experiences you have had with the applicant that may give insight to the applicant's character. If so desired, you may provide the relevant information in an attached letter on official letterhead. Whether using this form or official letterhead, please include your contact information and sign and date the bottom of the document.

Signature: _____

Date:

Criminal Justice Fellows Program Reference Form

Name	
Agency/Business/School	
Relation to Applicant	
Contact Information	

Please explain why you believe the applicant will be a good fit for the Criminal Justice Fellows Program. Describe any relevant considerable experiences you have had with the applicant that may give insight to the applicant's character. If so desired, you may provide the relevant information in an attached letter on official letterhead. Whether using this form or official letterhead, please include your contact information and sign and date the bottom of the document.

Signature: _____

Date: