IMPROTECH TRAINING CENTER

BRIGHTER FUTURES IN TECH SCHOLARSHIP PROGRAM

Applicant Information Guide

1. About the Scholarship Program

The Brighter Futures in Tech Scholarship Program is a scholarship initiative of Improtech Foundation, implemented through Improtech Training Center and supported by Impro Technology Limited as part of its Corporate Social Responsibility (CSR) commitment. The program is designed to expand access to quality technology education for motivated individuals who have the potential to succeed but face financial barriers to professional training.

While Impro Technology Limited provides CSR support, the scholarship fund may also receive contributions from corporate partners, donors, development organizations, and other institutions committed to widening access to technology education. These combined resources enable selected applicants to receive financial support for industry-relevant training and to build stronger career opportunities in the digital economy.

2. Who Can Apply?

Applicants must meet the following criteria:

- Be at least 18 years old.
- Demonstrate an interest in technology and digital skills development.
- Be available to attend and complete the selected training program.
- Submit all required application documents.
- Provide accurate and truthful information.
- Pay the applicable registration fee.
- Agree to comply with the scholarship requirements if selected.

Note: The registration fee for the selected training program is an administrative requirement for processing the application. It does not form part of the scholarship award, is not a guarantee of

selection, and applicants remain responsible for any costs not covered by an approved scholarship.

General Eligibility and Target Audience: The program is open to the groups below, provided they meet the eligibility criteria. Priority consideration, where applicable, is explained separately in Section 3.

- Senior High School Graduates
- Technical and Vocational Graduates
- University Students
- Tertiary Graduates
- Unemployed Youth
- Career Changers
- Working Professionals seeking digital upskilling opportunities

3. Priority Consideration

After confirming general eligibility, and subject to available funding, priority consideration may be given to applicants who meet one or more of the following conditions:

- Applicants with demonstrated financial need
- Women pursuing careers in technology, particularly in underrepresented technical fields
- Unemployed youth seeking practical digital skills
- Recent graduates facing financial barriers to professional training
- Single parents or caregivers with limited financial support
- Applicants from underserved or disadvantaged communities
- Applicants with strong motivation, commitment, and potential to complete the program

Priority consideration is based on financial need, motivation, potential impact, and alignment with the scholarship's goal of expanding inclusive access to technology education. It helps guide the selection process but does not override eligibility requirements, available funding, program capacity, or final approval.

4. Scholarship Coverage

The Brighter Futures in Tech Scholarship Program offers partial scholarships only. Successful applicants may receive financial support of up to 50% of the approved training fees for the selected program, depending on verified need, available funding, and program capacity.

Award Determination Criteria: Scholarship awards are determined based on:

- Demonstrated financial need
- Motivation and career goals

- Commitment to completing the training
- Assessment and interview outcomes
- Available scholarship funding
- Program capacity

The scholarship applies only to approved training fees and does not cover personal expenses such as transportation, accommodation, meals, equipment, or other incidental costs. Recipients remain responsible for any fees not covered by the scholarship award.

5. Selection Process

A. How to Apply

1. Pay the applicable registration fee for your selected training programme.
2. Receive the reference number issued after payment.
3. Visit the scholarship page on the Improtech Training Centre website and use your reference number to complete and submit the scholarship application, together with the required supporting documents.

Payment of the registration fee and receipt of a reference number do not guarantee a scholarship award.

B. Application Requirements

Applicants must complete the online scholarship application form and provide the information and supporting documents requested under the following categories:

1. Personal Information

Applicants must provide their personal and contact information, including:

- Full name and date of birth.
- Gender.
- Active phone number and email address.
- Residential address and region.
- Valid national identification document (Ghana Card or other recognised National ID), including clear copies of both the front and back.

2. Academic Information and Supporting Documents

Applicants must provide information about their educational background, including:

- Current education stage or highest level of education attained.
- Name of educational institution.
- Programme or course of study, where applicable.
- Current academic level or year of study, where applicable.

- Most recent GPA or final classification, where available.
- Most recent academic transcript or results statement, where applicable.

Applicants must also indicate their preferred scholarship course category and provide details of their previous scholarship applications and participation in extracurricular or organised activities.

3. Financial Information and Supporting Documents

To support the financial assessment, applicants must submit documents relevant to their employment status and financial circumstances, as outlined below.

Employed Applicants

- Recent payslips.
- Employment confirmation letter.
- Income Declaration Letter.
- Bank statements covering a minimum period of one year, where necessary.

Self-Employed Applicants

- Self-Employment Income Declaration Letter.
- Supporting business documents, where available.
- Bank or Mobile Money (MoMo) statements covering a minimum period of one year, where necessary.

Unemployed Applicants / Students

Applicants who are unemployed or currently studying and rely on financial support from a sponsor or guardian must submit:

- Financial Support Declaration Letter from the sponsor or guardian.
- Income Declaration Letter from the sponsor or guardian.
- Supporting financial documents based on the sponsor's or guardian's employment status, as outlined below:

If the Sponsor or Guardian is Employed: Refer to the requirements under Employed Applicants.

If the Sponsor or Guardian is Self-Employed: Refer to the requirements under Self-Employed Applicants.

Improtech Training Centre reserves the right to request additional supporting documents or undertake reasonable verification of the information provided during the scholarship assessment process.

4. Personal Statement and References

All applicants must provide a personal statement and at least one reference to support their scholarship application.

Personal Statement / Motivation Letter

Applicants must submit a personal statement of at least 300 words addressing the following:

- Their personal and educational background.
- Any significant financial, personal or educational challenges they have faced.
- Their academic, professional and career aspirations.
- Their reasons for applying for the scholarship.
- How receiving the scholarship would contribute to achieving their goals.

Reference 1

Applicants must provide one reference from a person of recognised authority, such as a religious institution leader, senior school official or public officer.

The following information and supporting document are required:

- Referee's full name.
- Position or official designation.
- Contact details (phone number or email address).
- Signed recommendation letter.

Reference 2

Applicants may provide a second reference to further support their application.

Where provided, the following details should be included:

- Referee's full name.
- Position or official designation.
- Recommendation letter.

Application Process Stages

Applications are assessed through the following stages:

- **Stage 1: Application Submission —** After paying the applicable registration fee, applicants receive a reference number to use when completing and submitting the scholarship application on the scholarship page of the Training Center website. Applicants submit the required supporting documents, including the financial documents relevant to their employment or student status. Documents required only where necessary, available, or applicable remain subject to those conditions.
- **Stage 2: Eligibility Screening —** Applications are reviewed to confirm eligibility and completeness.
- **Stage 3: Financial Assessment —** The applicant's financial circumstances are evaluated to determine the level of support needed and to confirm whether the applicant can meet any remaining training costs not covered by the scholarship.
- **Stage 4: Scholarship Interview —** Shortlisted applicants may be invited for an interview to discuss their motivation, commitment, and career aspirations.
- **Stage 5: Final Evaluation —** All assessment results are reviewed before scholarship decisions are made.

Applicants may be awarded a partial scholarship, placed on a waiting list, or deemed unsuccessful. Meeting the eligibility requirements, paying the registration fee, or participating in the selection process does not guarantee a scholarship award.

6. Beneficiary Responsibilities

Scholarship recipients are expected to:

- Maintain a minimum attendance rate of 80%.
- Participate actively in training activities.
- Comply with all Training Center policies.
- Demonstrate professionalism and commitment throughout the program.
- Participate in monitoring and evaluation activities where required.
- Inform the Training Center of any circumstances that may affect participation.

Failure to meet these requirements may affect the continuation of scholarship support.

7. Withdrawal of Scholarship Support

Scholarship support may be withdrawn if a recipient:

- Provides false or misleading information.
- Commits fraud or misrepresentation.
- Engages in serious misconduct.
- Repeatedly breaches scholarship requirements.
- Fails to meet attendance requirements without valid justification.
- Withdraws from the program without reasonable cause.

8. Data Privacy

Information provided by applicants will be treated confidentially and used only for legitimate scholarship administration, evaluation, monitoring, and reporting purposes. Access to application information is restricted to authorized personnel involved in the scholarship program.

9. Important Notice

Scholarship awards are competitive and subject to available funding, program capacity, and final approval. Meeting the eligibility requirements or participating in the selection process does not guarantee the award of a scholarship.

CONTACT INFORMATION

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Brighter Futures in Tech Scholarship Program
Empowering individuals through technology education and career development opportunities. 🚀