



## Employee Scholarship Application



Employee Name: \_\_\_\_\_  
Date of Request: \_\_\_\_\_  
Employee Department: ☐ ADMIN ☐ SDS ☐ CMH ☐ ELP

### Eligibility:

- ☐ Active Full Time Employee ☐ No Formal Disciplinary Action in the Last 12 Months  
☐ Successful Completion of New Hire Probation ☐ Number of Months or Years of Service \_\_\_\_\_

### Course Information:

Name of Course(s): \_\_\_\_\_ Course Dates: \_\_\_\_\_  
Name of Accredited College or University: \_\_\_\_\_  
Name of Degree or Certificate Program: \_\_\_\_\_  
Student ID (if known): \_\_\_\_\_

- ☐ **Please attach information about course including cost of tuition, fees, and other course related material**

### Relevance of Course:

How will this course enhance your performance or prepare you for a potential future position within the organization:

\*Resources for this program are limited and applications are competitive when there are more applications than resources.

\*While we will be as objective as possible in evaluating the merits of each application, leadership retains the right to deny any application for any reason. The Executive Director will make the final decision.

\*By signing below, the employee is certifying that they have read and understand the Community Connections' Employee Scholarship Procedures on the back of this form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Executive Director Signature (or designee)

\_\_\_\_\_  
Date Approved

# Community Connections Employee Scholarship Procedure

## Revised July 2022

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### Purpose:

Community Connections is a service organization and, as a result, commits the vast majority of its resources to recruiting, equipping, and retaining the highest quality staff. The organization is committed to helping staff develop skills, knowledge, competencies, and values necessary to perform at the highest level. We understand that lifelong learning is essential to maintain a motivated and engaged workforce and that investing in the development of staff pays off. Learning new skills and perspectives is also important to keep pace with best practices.

The Employee Scholarship program is designed to provide employees with the financial support necessary to pursue specific coursework, degree programs and/or educational programs offered by accredited colleges or universities with the goal of improving the employee's knowledge and effectiveness in their present position or to prepare them for potential future responsibilities within the organization. Courses sponsored by this procedure must be part of a degree or certificate program. This program is intended to enhance existing training efforts, not supplant them.

### Eligibility:

- Be a current, active, full-time employee from any department or program at Community Connections
- Successfully complete new hire probation (generally 6 mos.) of service with Community Connections
- Employee performance will be taken into account
- No formal disciplinary action within the last year
- Course work from an accredited university must either be related to the employee's current job or prepare the employee for a potential future role at Community Connections.
  - All applications for the employee scholarship funds must be signed off by program director and approved by the Executive Director
  - Employees must earn grades of "C" or better in graded courses or must pass in a pass/fail course.
  - Written evidence of course completion is required
  - Coursework cannot be a condition of employment. Employees will not be paid for their time or travel associated with the coursework.
- Submit a simple one page application

### Details:

Since not all eligible educational programs do not operate on the same calendar, applications will be accepted and reviewed throughout the year as funding remains available. Eligible employees will receive financial support up to the specified limits below:

- 6 mos. to 1 year of service will be covered up to **\$1000 of eligible expenses per application** up to a fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>) maximum of \$2,000
- 1+ years of service will be covered up to **\$1500 of eligible expenses per application** up to a fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>) maximum of \$3,000

Eligible expenses include tuition, fees, and required course materials. Payment will be made directly to the educational institution or material supplier. The scholarship recipient must show satisfactory completion of coursework from one scholarship application before another scholarship will be granted.

Employees will be required to submit a simple application and sign a continuing education agreement. **Recipients will be required to pay back awarded employee scholarship funds if they fail to provide proof of successful completion or if their full-time employment is terminated voluntarily or for cause within one year of being awarded a scholarship.** This stipulation includes the situation where an employee voluntarily moves from regular full-time employment to part-time employment. Receipts, invoices or billing documents must be provided to the Administrative Department.