



## **UMRC Foundation Staff Scholarship Program**

The UMRC Foundation Staff Scholarship Program is a competitive, educational enrichment program offering financial assistance to UMRC employees who are pursuing a certification, degree or continuing education to support their career goals. Scholarships are awarded according to the needs of the individual. The employee's level/job classification will be taken into account. The lower the level/job classification, the higher the ranking for assessed need and scholarship funding.

**Please note:** UMRC Foundation Staff Scholarships are different from UMRC Tuition Reimbursement. UMRC Foundation Staff Scholarship applicants are invited to apply for UMRC Foundation Scholarships as well as submit UMRC Tuition Reimbursement requests to Human Resources as defined in the UMRC Employee Handbook.

Scholarship awards will range from \$500-\$3,000 each.

Staff may apply for UMRC Foundation Staff Scholarship support one cycle (June 1 and November 1) annually if they meet eligibility requirements. The annual maximum UMRC Foundation scholarship support an employee can receive is \$3,000 and the lifetime maximum is \$12,000.

### **Eligibility Requirements**

To be eligible to apply for a scholarship, UMRC staff must meet the following requirements:

- Must be employed by UMRC in a full or part time role working a minimum of 16 hours per week.
- Must have 6 months consecutive work service at the time of application.
- Must have good work performance history.

### **Scholarship Recipient Requirements**

- Scholarship recipient must provide a copy of class(es)/program registration within 2 weeks of the start of school or program to the Foundation office (if you have questions, please contact the Foundation office).
- Scholarship recipients must maintain a 3.0 GPA or higher, or provide proof of successful program/certification completion.
  - If final grade is less than a 3.0 GPA, the employee will be ineligible for any further scholarship funding for a period of three (3) years. If taking more than one class during a term, the GPA would be the average.
- Scholarship recipient must present copy of final report/grade/certification within 2 weeks following the completion of term/courses to the Foundation office.
  - If final report/grade/certification is not submitted to the Foundation within 2 weeks of completing the class(es)/term, the employee will forfeit any remaining scholarship funds and will be ineligible for any further scholarship funding for a period of three (3) years.

## **UMRC Foundation Staff Scholarship Application** **Scholarship Application Requirements**

**Your application is complete when you have the following information assembled, stapled and submitted to the UMRC Foundation:**

- Application form (attached to this packet).
- Copy of completed school, program or training application.
- Proof of acceptance into the course or program provided by the school, institution or training provider. *Copy of registration will suffice.*
- Copy of course or program description provided by the school, institution or training provider (this can be from school website, course catalog, etc.).
- Letter of recommendation from UMRC supervisor or manager.
- **Must complete two essays**

### **1. Personal essay**

Criteria: Scholarship applicant must type an essay using 12 pt. font or larger and approximately 2-4 paragraphs

#### **Essay topics (choose one):**

- How do I believe my education will improve my service to UMRC?
- Describe my most meaningful achievements and how they positively impact my choice of study and my future goals.

***For returning UMRC Staff scholarship recipients, please answer the following question:***

- How has receiving a UMRC Foundation Scholarship helped me achieve my career goals and how additional support will help me?

### **2. Financial Need Essay**

Criteria: Scholarship applicant must type an essay using 12 pt. font or larger and approximately 2-4 paragraphs in length explaining why you need this financial support. Please include any useful information that will help the reviewers with their needs assessment-decision making.

**Completed applications and supporting documentation must be placed in the secure mailbox outside the UMRC Foundation office located on the ground floor of Glazier no later than 5:00 p.m. on the submission deadline. If the deadline occurs on a weekend, submission will be accepted the following Monday by 5:00 p.m. Applications will be handled in the strictest of confidence and respect by the scholarship review committee which includes UMRC Foundation President, UMRC Foundation Director of Annual Giving and the UMRC Director of Human Resources.**

#### **Application submission deadlines:**

- **June 1 for Fall classes**
- **November 1 for Winter/Spring classes**

UMRC Foundation Scholarships awards will be made directly to the educational institution. Recipients will be notified of the status of their scholarship application 30 days after the application due date.

**If you have any questions about completing this application process, please contact a member of the UMRC Foundation team at 734-433-1000 ext. 2.**



## UMRC Foundation Staff Scholarship Application Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

College: \_\_\_\_\_

Currently Attending: Y / N

Program of Study: \_\_\_\_\_

Amount of Scholarship Applying for: \_\_\_\_\_

(If tuition costs are less than \$3,000, please provide an invoice for the amount needed)

Employee Start Date: \_\_\_\_\_

Manager: \_\_\_\_\_

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

\_\_\_\_\_  
Date