



Teaching. Learning. Leading.

Scholarship Grant Application for AEA Members 2019-20 School year

Name: _____ Phone: _____

School/Office: _____ Position: _____

Email: _____

Salary Scale: A-Scale C-Scale D-Scale E-Scale G-Scale

M-Scale T-Scale X-Scale

Hours Worked Per Week: _____ Full-time Part-time

STUDY PROPOSAL

Program Offered By: _____

Course Number and Title: _____

Number of Credit Hours: _____ Date(s) of Study _____

Tuition: \$ _____ **(PRE-APPROVAL IS REQUIRED; Submit this form after enrollment)**

Grant application deadlines: **(Fall – 9/6/19) (Spring – 1/24/20) (Summer – 5/15/20)**

How will this course enhance your skills/knowledge in your workplace?

How many years have you been an AEA member? Have you served on any AEA Committees?

Have you received previous scholarships from AEA? If so, list amount and date(s):

AEA OFFICE USE ONLY

Amount Approved: \$ _____

Date Paid: _____ Ck. # _____

Date Approved: _____

Approved by: _____

Denied by: _____

OBJECTIVE

The Scholarship Grants for AEA members is designed to encourage employees to enroll in coursework directly related to their current position or required for other APS positions.

CRITERIA

1. An applicant must have been a member of the Arlington Education Association for **at least 90 days**.
2. An applicant's proposed course must be intended to improve the effectiveness of his/her contribution to Arlington Public Schools.
3. The application must be pre-approved by the AEA Scholarship Committee or Executive Board.
4. The amount of tuition assistance given is determined by available funds and scholarship caps. The maximum scholarship grant is up to \$600.00 per year per applicant.
5. Textbook costs are not eligible for reimbursement.
6. AEA Scholarship Grants are awarded based on funding availability. A previous applicant may be considered for further scholarships after first time applicants have been considered each Grant Application period.

PROCEDURE

1. Obtain a catalog from the college or university and register for the desired course.
2. Complete the Scholarship Grant Application on the reverse of this form and return to the AEA Office with verification of course enrollment.
3. After completing the course, submit a copy of the receipt and transcript indicating the amount of tuition paid and **a grade C or better for undergraduate work, B or better for graduate work.**
4. Scholarship awards will be given at the next Delegate Assembly meeting. Generally in September, January and May following the close of the semester. All Recipients will be encouraged to attend.

I have read and understand the criteria for the AEA Member Scholarship Grant.

Signature _____ **Date** _____