



Teaching. Learning. Leading.

Scholarship Grant Application for AEA Members 2014-15 School year

Name: _____ Phone: _____

School/Office: _____ Position: _____

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)**

Semester Deadlines: (Fall – 9/11/15) (Spring – 1/8/15) (Summer – 5/13/15)

How will this course enhance your skills/knowledge in your workplace assignment or prepare you for another position in APS?

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/Exec.Bd: _____

OBJECTIVE

The scholarship program 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 Executive Board.
4. The amount of tuition assistance given is determined by available funds and scholarship caps. The maximum scholarship grant is \$200.00 per semester credit with a cap of \$600.00 (for 3 or more semester credits).
5. Textbook costs are not eligible for reimbursement.
6. An applicant may not receive reimbursement for more than one course each semester.
7. 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 semester.

PROCEDURE

1. Obtain a catalog from the college or university offering the desired course.
2. Register for the course you want to take.
3. Complete the Scholarship Grant Application on the reverse of this form and return to the AEA Office with verification of course enrollment.
4. 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.

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

Signature _____ **Date** _____