



The Brenda Strafford Foundation Ltd.

ADMINISTRATION

AM-02-01-33

SECTION

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ORGANIZATIONAL PRACTICES

EMPLOYEE EDUCATIONAL
SCHOLARSHIP FUND

02/16/2017

POLICY

The Brenda Strafford Foundation (the Foundation) will provide scholarship funds to employee applicants who meet the criteria established by the terms of scholarship.

PURPOSE

To encourage and support professional and personal development of our employees; and to enhance employee recruitment, retention and career development within the Foundation and for the benefit of the Foundation. The Foundation supports the concept of career development and wishes to support all staff with requisite knowledge and skill.

TERMS OF SCHOLARSHIP

1. Educational Scholarships will be awarded twice a year in May and November at the discretion of the Foundation President & CEO.
2. The Scholarship Committee (the Committee) will call for applications for Scholarship 4-6 weeks in advance of the May /November dates.
3. Applications for scholarship funds will be considered when the course of study broadens knowledge, upgrades the credentials in a current position or allows for career advancement or a change of career to a position required within the Foundation.
4. The amount of scholarship funds for disbursement in any given year will vary; dependent upon number of applicants and other financial considerations; the Committee has the ability to limit the amount of scholarship funds requested. Disbursement Criteria are outlined in this policy.
5. The Foundation will accept applications for scholarship base on a year by year basis or a course by course basis; applications for the full amount of a 4-5 year course of study will not be considered for a lump sum scholarship.
6. The Foundation expects that most applicants will assume a portion of the cost of their education; applicant's cost sharing demonstrates the applicant's commitment to the educational process.
7. Applicants are invited to apply for scholarship funds for as many courses/years as necessary to complete their course of study; provided that, the Committee is in receipt of a copy of an official transcript of grades which demonstrates successful completion of the course of study to date; a maximum scholarship amount of \$20,000 per person within a 5 year period may be considered.
8. The scholarship fund is intended to supplement the cost for tuition and books for a course of learning at a recognized /accredited university or learning institution.



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9. Full time or part time employees of the Foundation with at least one (1) year of service are eligible to apply for scholarship funds; Only courses commencing after the one (1) year of service will be considered.
10. Only courses taken within the previous year from application date will be considered
11. Applicants are expected to remain in the employ of the Foundation during the course of study; if flexibility in work hours is required, the request will be in writing and the Foundation will do their best to accommodate the request.
12. Scholarship recipients are expected to commit to a service agreement with the Foundation for a minimum, one full year; which time will commence upon completion of the course of study. Service commitments of up to 2 years may be required for larger awards. Employment commitment must be at a minimum of Part Time status.
13. The Foundation does not guarantee a position of employment in the new position after completion of the course of study; the Foundation will work with the recipient to accommodate a position within the Foundation; this may necessitate moving employment to any one of the Foundation sites.
14. Failure of the employee to complete the course of study or to remain in the employ of the Foundation for at least one year post course completion may be considered a default under the terms of the receipt of scholarship agreement and will result in the repayment of the scholarship funds to the Foundation. Further terms are outlined in the Scholarship Fund Agreement.
15. The scholarship recipient must provide a copy of an official transcript of grades for every semester completed and a copy of certificate or degree upon completion of the course of study to the Committee. The official transcript must be provided prior to applying for additional Scholarship monies.

APPLICATION PROCESS

1. The applicant will complete the Scholarship Application Form, including the Employee Educational Scholarship Fund Cover letter, included with this policy; include a course description and outline from the intended university or learning institution.
2. The applicant will write a letter of consideration to the Committee detailing their history with the Foundation, career goals and objectives and the plan to achieve them; reasons the applicant feels deserving of the award and their career plans for the future.



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3. The applicant will provide the Committee with the names of two references (one of which is the Administrator/Executive) who supports the employee in their educational goals. The application form must also be endorsed by the Administrator/Executive; the references will provide a letter recommending the employee for scholarship.
4. The applicant must submit documents to the Chair of the Committee including the Application Form, the letter of consideration, information on course of study, name of college or university, letters from the references/ and all other documentation indicated on the cover letter, by no later than the specified close date, such date to be provided upon call for applications in May and November.
5. Applicants must provide in writing to their site/work location Administrator/Executive any request for flexibility of their employment schedule with the Foundation while attending study/course.
6. Proof of admission and receipt of payment to a recognized educational institution must be provided along with the signed Receipt of Scholarship Agreement before any scholarship funds are disbursed.
7. In the event that a scholarship is recommended to an applicant where the applicant cannot provide evidence in writing of acceptance to the recognized educational institution, the scholarship funds will be held by the Foundation until such time as the applicant can provide evidence in writing of acceptance into the course of study. In the event this information has not been received by the Committee within 6 months of the date of the award the scholarship will be rescinded by the Foundation and the applicant must reapply at a later date.
8. Incomplete applications will be returned to the applicant without consideration by the Scholarship Committee.

SELECTION PROCESS

1. **Educational scholarships will be considered by the Committee based on the merit of the application, the needs of the Foundation, employee in good standing, and assessment of the applicant's ability to meet the terms of scholarship.**
2. The Scholarship Committee will meet twice a year in May and November
3. The Scholarship Committee will ask for applicants to submit requests for scholarships at least one month in advance of the semi-annual meeting.
4. Applications will be reviewed and scholarship candidates will be identified and recommended for scholarship to the President, CEO.



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5. The application review process will be an open, fair and equitable process for selecting recipients according to the terms of scholarship; the integrity of the process will be maintained to ensure it meets the intention of the terms of scholarship and to avoid any potential conflict of interest.
6. The Scholarship Committee in conjunction with the President, CEO will notify the successful applicants of their Scholarship Award.
7. The names of all successful applicants will be published on the Foundation website /careers section together with a photograph of the recipient receiving the award.

ACKNOWLEDGEMENT OF SCHOLARSHIP FUNDS

1. Upon acceptance and receipt of the Foundation Scholarship the recipient will enter into a Receipt of Scholarship Agreement (the agreement) in writing with the Foundation which will outline the terms of the agreement including: the amount of the scholarship funds, the estimated time of completion of study, the special working arrangements during the course of study, and the terms of repayment of funds in the event the recipient does not complete the course of study , or is unable or unwilling to remain in the employ of the Foundation for at least one year from the date of completion of the course of study, or for any other reason the recipient defaults on the terms of the agreement.
2. The agreement between the Foundation and the scholarship recipient will be a legally binding contract and will afford the Foundation all remedies under the law to collect the outstanding scholarship funds in the event of default by the recipient, for any reason, on the terms of the agreement.
3. An agreement will be provided to each recipient upon acceptance of the terms of the scholarship award and will be signed by the parties upon receipt of the scholarship funds; with a copy provided to each party.
4. In the event of the need for repayment of the scholarship award, the employee will reimburse the Foundation in the full amount of the scholarship award together with interest at Bank of Canada prime rate from the date of default until all funds are paid in full.
5. In the event of default under the terms of the scholarship agreement, the enforcement of the repayment provision will always be at the discretion of the Foundation President &CEO.



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SCHOLARSHIP FUND: DISBURSEMENT CRITERIA

In order to ensure fair and equitable disbursement of the Scholarship funds, the following criteria will be applied:

- Education that **directly** relates to current position or next level: payment of 80% of requested funding up to a cap of \$7,000.00 per fiscal year cycle;
- Education that **indirectly** relates to current position: payment of 60% of requested funding up to a cap of \$3,500.00 per fiscal year cycle.

Direct: To obtain knowledge and/or learn new skills for a current or a future position that aligns to the next progression. i.e.: HCA training for LPN, LPN to RN, and any position directly in continuing care.

HCA certification

LPN certification

RN certification

Health Care professional role (OT/PT, SW)

Health Care administration

Leadership

Indirect: To obtain knowledge and/or learn new skills that are outside of current scope.

Areas that do not directly relate to HealthCare

Engineering

Law

Human Resources (where not current primary role)

Personal interest courses

Accounting and Finance (where not current primary role)

Administration roles (where not current primary role)

Support Services to Nursing

Support positions applicants- discussion with the direct leader related to the application in determining criteria for direct, indirect disbursement options.

OTHER REFERENCES

Employee Educational Scholarship Application Form (ADMIN122.15)



The Brenda Strafford Foundation Ltd.

EMPLOYEE EDUCATIONAL SCHOLARSHIP FUND- COVER LETTER

To the Scholarship Committee of The Brenda Strafford Foundation

Attached is the Employee Educational Scholarship Application Form. I acknowledge that included with this application are the following documents:

Name of Applicant: _____

- Application form completed in full
- Applicant's letter to Scholarship Committee requesting consideration for funds
- Letters of support from two (2) reference (one of which is from the Administrator or Executive)
- Approval of Application by Administrator or Executive
- Proof of acceptance and payment to College/University/or Accredited Institution
- I have read and understand the terms and conditions of the Employee Educational Scholarship Fund Program

Signature

Date

All documents must be completed and submitted by the specified close date. Late or incomplete applications will not be accepted.

Please send to: Employee.Scholarship@straffordfoundation.org



The Brenda Strafford Foundation Ltd.

EMPLOYEE EDUCATIONAL SCHOLARSHIP APPLICATION FORM

Employee Name:		Employee #:		Date of Application:	
Street Address:				Date of Hire:	
Email Address:				Position:	
Facility Name:					
Department:					
Name of 2 References (one (1) of which must be Administrator/Executive):					
Plan of Study:					
Program:					
Flexible Work/Study Plan required: Yes or No: where yes, please speak to Administrator/Executive to review requirements. Assessment of current business needs may factor in the ability to accommodate, or accommodate fully.					
Course Name	Program	Institution	Start Date	End Date	Tuition
Keynotes:					
<ul style="list-style-type: none"> ➤ A copy of an official transcript of grades is required by the Committee upon completion of courses, prior to applying for additional scholarship monies, and on completion of the program. ➤ There is a minimum one year service commitment to the Foundation, which time will 					
Enclose the following to complete the application:					
<ul style="list-style-type: none"> ➤ Applicant's Letter to Scholarship Committee requesting consideration for funds ➤ Letters of support from two references ➤ Application signed off by Site Administrator ➤ Proof of admission to a recognized educational institution must be provided along with the signed receipt ➤ Any additional attachments such as course specific information that will support the request 					
Administrator/Executive Signature:				Date:	
I validate and acknowledge support for this application, and confirm that the applicant is in good standing					



The Brenda Strafford Foundation Ltd.

PURPOSE OF COLLECTION, USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION

Your personal information is being collected on behalf of **The Brenda Strafford Foundation** for the purposes of processing and evaluating scholarship applications, selecting and processing scholarship recipients and administering scholarship payments once awarded. Your personal information will be collected from you and may also be collected from references, secondary and postsecondary educational institutions, government, community or other sources based on the information provided by you in this application. This process will include the release of any or all of your personal information to **The Brenda Strafford Foundation** and Scholarship Committee members as well as any other third parties where such release is necessary for verification, scholarship Evaluation, selection, and administration purposes. Your personal information may be used in the future for the purposes of contacting you in evaluating outcomes associated with the scholarship program. There will be no other uses or disclosures of your personal information unless required or authorized by law or unless you are contacted and your permission is requested. The personal information being collected in the application is limited to only that information which is necessary for the full consideration of your scholarship application and the purposes noted herein.

PROMOTION PURPOSES FOR RECIPIENTS

The Brenda Strafford Foundation may wish to announce scholarship winners, their current educational institution, the university or college where they intend to study and the course of study funded by the scholarship, as well as the amount of the scholarship, or to use or disclose recipient information for promotional purposes. **The Brenda Strafford Foundation** shall be responsible for obtaining the consent of recipients for such purposes.

RETENTION OF PERSONAL INFORMATION

The Brenda Strafford Foundation will securely retain personal information about applicants for the purposes of verifying applications, completing the assessment and evaluation, selecting a recipient, administering scholarship payments, and addressing any concerns regarding scholarship awards. Furthermore, **The Brenda Strafford Foundation** will retain certain personal information collected throughout the application process for the purposes of contacting you in the future, for assessing the efficacy of the scholarship program.

CONSENT

You may refuse to provide personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit your scholarship eligibility and our ability to administer the scholarship payments. **By completing and signing [submitting] this application you are consenting to the collection, use, disclosure and retention of your personal information for the above stated purposes.**

Name Printed: _____ **Date:** _____

Signature of Applicant: _____



The Brenda Strafford Foundation Ltd.

The Brenda Strafford Foundation- Employee Educational Scholarship Fund

In compliance with Privacy Law, personal information about your application will not be released except where such release has been specifically authorized by you herein.

I certify that all information provided in this application form and attached documents are true and accurate to the best of my knowledge. I understand that acceptance of this application or receipt of any scholarship/award issued to me may be revoked without notice if any information in this application is subsequently found to be false.

Name Printed: _____ **Date:** _____

Signature of Applicant: _____