

POLICY: SCHOLARSHIP PROGRAM	POLICY # 2370
Dallas Retirement Village	PAGE: 1 of 2
DEPARTMENT: HUMAN RESOURCES	REVIEWED:
APPROVED BY: Heather Mounce	DATE: 5/2013
	ORIGINATED: 5/2013

POLICY

It is the policy of Dallas Retirement Village to encourage employees to continue their education to enhance their professional development.

PURPOSE

The purpose of this policy is to promote and encourage employees to continue their education. This policy will help prepare the employee to accept and function in higher-level positions or assume a greater range of responsibilities by participating in professional development opportunities.

PROCEDURES

- A. Employee's will fill out a scholarship application and submit to supervisor to fill out the supervisor section on the application. Supervisor will submit application to an administrator.
- B. Scholarships will only be awarded to employees seeking a degree or certification that will be beneficial to the employee and to DRV, as determined in the sole discretion of the Scholarship Committee.
- C. Scholarship applications will be taken to the Scholarship Committee to approve, and if approved, decided on an amount to be awarded.
- D. Total Scholarship funding will be based on the net revenue of the Gift Shop.
- E. Employees are required to work a minimum of 6 months with DRV before submitting application.
- F. Employees are required to work a minimum of 20 hours a week at all times, during the term of their scholarship award.
- G. Scholarship awards will be paid directly to the school or institution that the Employee is attending. It will be the employee's responsibility to provide the Committee with the contact information for payment of any award.
- H. If Employee drops out or fails the course he or she will be required to pay Dallas Retirement Village a minimum of ½ the scholarship amount back immediately, and will not be eligible for any further scholarship awards.

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- I. Employee's who receive a scholarship will agree to continue employment with Dallas Retirement Village 6 months to 3 years after completing the course or degree. Time frame is set by the Scholarship Committee based off of the amount given on the scholarship. In the event of Employee's failure to complete such terms of employment, employee will be required to pay Dallas Retirement Village a minimum of ½ the scholarship amount back amount back immediately and will not be eligible for any further scholarship awards.