

DALLAS RETIREMENT VILLAGE

POLICY: Scholarship Program	POLICY # 2370
DEPARTMENT: Human Resources	PAGE: 1 OF: 1
APPROVED BY: Raschelle Floodman DATE:	ORIGINATED:05/2013
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Policy

It is the culture of Dallas Retirement Village to encourage and promote professional development for Employees and Volunteers.

PURPOSE

Dallas Retirement Village will continue to promote and encourage professional development through the scholarship program.

PROCEDURES

- Employee's will fill out a scholarship application and submit to Human Resources office with all applicable documentation as described in scholarship application instructions.
- Scholarships will only be awarded to employees seeking a degree or certification that will be mutual beneficial to the employee and to DRV. The Scholarship Committee will determine the awarded amount.
- Employees are required to work a minimum of 6 months with DRV before submitting an application & work a minimum of 32 hours a month.
- Volunteers are required to have volunteered a minimum of 10 hours with DRV before submitting an application. After the awarded scholarship, volunteer must continue their service hours with Dallas Retirement Village a minimum of 10-15 hours in a quarter/term.
- Scholarship awards will be paid directly to the school or institution that the Employee or Volunteer is attending. It will be the awardees responsibility to provide the Committee with the contact information for payment of any award. Absolutely under no circumstances will any amount be awarded to an individual. Additional consideration will be reviewed by the Scholarship Committee, if needed.
- Dallas Retirement Village believes in your success! However, should any unforeseeable circumstances arise which leads to any incompleteness of coursework, awardee will be required to reimburse Dallas Retirement Village for ½ of the awarded amount back immediately. And furthermore, will not be eligible for any further scholarship awards.