

DALLAS RETIREMENT VILLAGE

POLICY: Scholarship Program	POLICY # 1240
DEPARTMENT: Administration	PAGE: 1 OF: 1
APPROVED BY: David Parrett	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 (DRV) will continue to promote and encourage professional development through the scholarship program.

PROCEDURES

- Employees 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 mutually 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 which will be verified by Human Resources.
- Volunteers are required to have volunteered a minimum of 10 hours with DRV before applying. After the awarded scholarship, volunteer must continue their service hours with Dallas Retirement Village at 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, refunded or reimbursed to an individual/awardee. Scholarship awards may not to be used for books, tests fees, or other various supplies.
- Dallas Retirement Village believes in your success! However, should any unforeseeable circumstances arise which leads to incompleteness of coursework or end of employment, awardee shall notify the scholarship committee immediately so that an effort to recoup any unused funds may occur.
- It is the responsibility of the awardee to show completion of coursework or provide a certificate copy for which the scholarship funds were used within 30 days of completion.