



**HELEN S. NICHOLSON SCHOLARSHIP
Eligibility and Requirements for 2008**

Purpose:

- The Helen S. Nicholson Scholarship provides assistance to Pennsylvania IAWP Chapter members who wish to increase their knowledge, skill and abilities in a course of study that pertains to Workforce Development (e.g., employment, unemployment, vocational rehabilitation, human resources and training work), or toward a degree program that relates to job performance and/or promotional possibilities.

Eligibility:

- Must be a member of the Pennsylvania IAWP Chapter.
- May receive one individual award each calendar year (January 1 – December 31).
- Must be a member of the Pennsylvania IAWP Chapter in calendar year in which the actual award payment is made.

Award:

- Five \$200 individual awards will be available for calendar year 2008.

Limits on Award:

- Cannot be used to cover tuition/course costs that are already covered by another source such as direct employer payment, PELL grants or other scholarship awards or grants.
- Cannot be used to cover costs or fees not directly related to the course.

Course Requirements:

- Must be provided by an accredited institution (college, university business school or high school) or by a recognized professional or consulting organization (such as the American Management Association).
- May not be a duplication of training available through the Pennsylvania Department of Labor and Industry or Office of Administration.
- A description of the course, training or seminar along with who is sponsoring the class, training or seminar, must be submitted with the full member's grant application.

Payment Procedures:

- Advance Payment – Advance payment will be made directly to the provider.

Applicant must provide to the Chapter Education Committee Chair:

- Course description;
- Copy of bill with breakout of instructional costs;
- Provider's complete mailing/billing address; and
- Proof of course completion submitted within 90 days of course-ending date.

Note: Member must repay any amount awarded if the course is not completed.

- Reimbursement Payment – Reimbursement will be made to the member after course completion.

Member must provide to the Chapter Education Committee Chair:

- Course description;
- Copy of receipt with breakout of instruction costs; and
- Proof of course completion submitted within 90 days of course-ending date.

Application Procedures:

- Member must complete an application, and submit it to the Chapter Education Committee Chair prior to the course start date for advance payment, or within 90 days of course-ending date for reimbursement.

Approval Procedures:

- The Chapter Education Committee will review the application. The Chapter Education Committee will notify the member in writing of eligibility for the award. If ineligible, the application and basis for ineligibility will be forwarded to the Chapter President for review and final decision prior to member notification.
- Applications are available at <http://www.pachapteriap.es.org>, or from the Education Committee Chair.

Annual Reappraisal:

- The requirements and eligibility conditions for a grant, including the amount available, are subject to annual review. Terms and conditions for any subsequent year will be publicized by October 1st of the preceding year.