



## ***BELLEVUE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS***

# **BAEOP MEMBER SCHOLARSHIP**

## **TUITION REIMBURSEMENT GUIDELINES**

1. Must be a BAEOP member at the time of application and remain a member until scholarship funds are awarded. If their BAEOP membership should lapse, they will not receive the scholarship funds.
2. Must have been a BAEOP member for a minimum of two (2) current consecutive years at the time of application.
3. Must be working toward earning their PSP Certificate or PSP Recertification.
4. Scholarship awards must be claimed within one-year following award date.
5. Applicant must complete the application form and attach an essay on "Why I Am Applying for a Member Scholarship." Include educational/professional goals and how this scholarship meets your current need for assistance.
6. Include one letter of recommendation from an individual in the field of education. Letter may be emailed directly to Scholarship Chair.
7. All applications and accompanying information must be emailed to the BAEOP Scholarship Chairperson by 11:59PM on May 1st of the current school year.
8. Recipient will be chosen by an impartial panel of judges made up of BAEOP members.
9. The BAEOP Scholarship Chairperson will notify each recipient of the award and the winners will be recognized at the Year-End Banquet.
10. The BAEOP Treasurer will reimburse up to \$500.00 to each scholarship recipients for educational expenses, following completion of a class, workshop, or conference. Recipients must provide proof of attendance to receive the reimbursement.

Questions and requests for information should be directed to:

Mary Chu  
BAEOP Scholarship Co-Chair  
International School  
445 128<sup>th</sup> Avenue SE, Bellevue, WA 98005  
chum@bsd405.org

**BAEOP will award up to four (4) \$500.00 scholarships each year.**



***BELLEVUE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS***  
**BAEOP MEMBER SCHOLARSHIP**  
**APPLICATION**

These scholarships are open to BAEOP members who are continuing their education while working toward a PSP Certificate or PSP Recertification.

Scholarship award is based on the essay, which should include association activities, financial need, community activities, and personal background. Judging criteria is as follows:

association activities - 15%,	financial need - 15%,
community activities - 5%,	letters of recommendation - 15%,
educational goals - 15%,	one-page essay - 35%,

Please TYPE all requirements on the application form. Email or hand deliver this form with your one-page essay on "Why I Am Applying for a Member Scholarship." to the Scholarship Chair, by May 1st.

Name \_\_\_\_\_  
(Last) (First) (Middle)

Home address \_\_\_\_\_  
(Number and Street) (City, State, Zip)

Dept or School \_\_\_\_\_ Work phone \_\_\_\_\_

Work email \_\_\_\_\_ Home email \_\_\_\_\_

Have you applied for admission at an institute of higher education? \_\_\_\_\_

Are you enrolled in an institute of higher education? \_\_\_\_\_

List association activities

Academic awards or honors

Your career plans \_\_\_\_\_

Spouse/partner and dependents (if applicable) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



"Why I Am Applying for a BAEOP Member Scholarship."

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_