

SCHOLARSHIP AWARD

Criteria and Procedures

Institute of Real Estate Management, Western Washington Chapter #27

PURPOSE

The purpose of the scholarship program is to provide deserving individuals with financial needs the opportunity to attend IREM's membership qualification courses. The scholarship is available only for courses held in the Western Washington area. The scholarship is awarded for a specific course, sponsored by either the local chapter or the national office.

ADMINISTRATION and AUTHORITY TO CONFER

The administration of this program is conducted by the Scholarship Committee of Western Washington Chapter #27 of IREM, which has complete and final authority to confer or revoke scholarships, make other decisions pertaining to the use of funds in the scholarship program, and determine the specific courses recipients shall attend under this program. Applications are evaluated and scholarships are awarded as decided by the committee based on the availability of funds and eligibility of the applicants.

ELIGIBILITY

To be eligible for scholarship, and applicant must

- 1) Be a citizen of the United States or Canada
- 2) Be of legal age
- 3) Be currently employed in some aspect of the real estate field.
- 4) Complete the official application form and submit it with all of the following
 - a) Two letters of recommendation submitted in an envelope marked "Confidential" and sealed by the reference.
 - b) In a letter from the employer, a clearly written statement of the company's educational reimbursement policy. If there is no formal written policy, an explanation must be provided of how individual requests from employees for financial assistance to attend educational programs are judged. The letter should also specify whether the employer is providing any financial assistance to the applicant, and if not, why not.
 - c) A personal letter from the applicant describing the applicant's career objectives and including information that would be helpful to the Committee in considering need for scholarship assistance.

SELECTION CRITERIA

Applicants who meet the eligibility requirement are reviewed according to the following criteria:

1. Service performance in the industry
2. Commitment to real estate management as a career objective and probability of success in this career.
3. Character, as demonstrated by community service, leadership, etc.
4. Financial need

The recipient is not required to make a commitment toward gaining the Certified Property Manager (CPM[®]) or Accredited Resident Manager (ARM[®]) designation to qualify for the scholarship award. However, the committee would hope that every participant who intends to make a commitment to a career in property management would at some point in his or her career give careful consideration to gaining the CPM designation and becoming an active member in the Institute of Real Estate Management.

AMOUNT OF AWARDS

The scholarship awards will be determined by the scholarship committee. The committee may award either a full or partial scholarship at its discretion. The scholarship award is to be used solely to cover the cost of the course tuition and will be paid directly to the course register.

APPLICATION DEADLINES

The deadlines shall be 15 days before the beginning of the course the applicant desires to attend. Decision by the committee shall be 7 to 10 days prior to the beginning of the course.

HOLD HARMLESS AND COMMITMENT to PROPERTY MANAGEMENT EDUCATION

All applicant and recipients will agree to hold IREM, the scholarship committee, their employees, agents, officers councilors and chapters harmless from any claims arising out of participation in or application of this program.

The scholarship award provides needs assistance to individuals pursuing their professional education in the field of real estate management. To the degree possible, scholarship recipients are encouraged to acknowledge this assistance at some time in the future by making a contribution to the scholarship fund.

MAIL COMPLETED APPLICATION AND ATTACHMENTS TO: *(Incomplete applications without all required attachments will not be processed)*

IREM/ Western Washington Chapter #27
Scholarship Committee
11422 NE 120th St., Suite A
Kirkland, WA 98034-6908

EDNA VIARS SCHOLARSHIP APPLICATION

THE INSTITUTE OF REAL ESTATE MANAGEMENT WESTERN WASHINGTON CHAPTER 27

Name _____	→ SS # _____
Home Address _____	→ Home Phone _____
	→ Work Phone _____
Current Employer _____	→ # of years with Employer _____
Address _____	→ Supervisor _____
	Work Phone _____
Job Title/Position: _____	Annual Income: _____
Previous Employer _____	→ # of years with Employer _____
Address _____	→ Supervisor _____
	Work Phone _____
Job Title/Position: _____	Annual Income: _____
Have you ever applied for or received funds from IREM's Scholarship Fund in the Past? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, Date Applied _____	Amount Received \$ _____
Course Name for Scholarship award _____	Course completed/passed <input type="checkbox"/> Yes <input type="checkbox"/> No
Title of Course for which Scholarship is currently being sought: _____	
Course Date: _____	Course Location: _____
Course Tuition Cost \$ _____	Scholarship Amount Requested \$ _____
How much of the tuition will your employer contribute? \$ _____	
List the reasons you need a Scholarship and how you will benefit from the course: _____	
List any Chapter Committee activities you have volunteered for in IREM Chapter 27 or other contributions you have made towards Chapter Committee work: _____	
Are you a CPM®? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date received _____ Are you a Candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Candidacy? _____ Are you an ARM®? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Received: _____	
Do you intend to pursue the CPM® or ARM® designation? _____	

I certify that I have not received scholarship funds from another source, except those sources noted above for tuition for this course. I agree that any scholarship award to me from the Edna Viars Scholarship Fund will be used only for tuition for the course described above.

Signature _____ Date _____

(Two written references, letter from employer and personal letter from applicant must be included as part of application. See attached Scholarship Award Criteria and Procedures)