

# ISAE Scholarship Guidelines

Revised 4-2010

## Guidelines for Awarding Scholarships

- Scholarships are available to any ISAE member in good standing for ISAE sponsored events
- Scholarships are generally available for up to 50% of the event or institute cost, or to help defray the expense of the CAE and CMP exams. Recipients and/or their organizations are encouraged to contribute what they can toward the program cost.
- The committee is empowered in hardship cases to go above that amount. (loss of job, serious illness in family, extenuating circumstances)
- Application will include a short description of the goal for participating in the event(s): i.e. enhance skills for current position, new skills for an emerging need in the organization, etc.
- Applicant will include short description of funding constraints (limited professional development funds in organization, cost will be borne by applicant personally, etc.)
- Within 30 days of attending the approved event, the scholarship recipient shall submit to the Scholarship Committee a written report of the education experience.
- Applicant/recipient agrees to attend the full course(s), including those subject to scheduling change. Exceptions are medical illness or family emergency; recipient agrees to contact ISAE in the event of an absence.
- Applicant who misses a course(s) due to unexcused absence will refund the Scholarship fund applicable funds provided.
- Number of scholarships will depend on available funds.

# ISAE Scholarship Application

The ISAE Scholarship Committee can provide a general scholarship of up to 50% of an ISAE event or institute cost, or to help defray the expense of taking the CAE or CMP exam. Applicants and/or their organizations are encouraged to contribute what they can toward the program cost. If there are extenuating circumstances, the applicant may seek a scholarship greater than 50% of the program cost. Amount and number of scholarships will vary according to circumstances which include available scholarship funds.

Criteria for eligibility includes:

1. Scholarships are available to any ISAE member in good standing.
2. Applicant must include short description of the goal(s) for participating in the event(s).
3. Applicant must include a short description of funding constraints.
4. Following attendance at the event(s), scholarship recipient shall provide to the Scholarship Committee a written report of the education experience.
5. Applicant/recipient agrees to attend the full course(s), including those subject to scheduling change. Exceptions are medical illness or family emergency. Applicant/recipient agrees to contact ISAE in the event of an absence.
6. Recipient who misses a course(s) due to unexcused absence will refund to the Scholarship Fund the applicable funds provided.

## Candidate Information

Name: \_\_\_\_\_

Years of Membership: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

1. Please provide a short description of the goals you personally have for participating in this event(s).

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2. Please provide a short description of the funding constraints which you are currently facing.

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\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**Please complete the scholarship application and return it to Dustin in the ISAE Office by fax (217-529-9120) or email ([dscott@associationcentral.org](mailto:dscott@associationcentral.org)).**