

MENNONITE VILLAGE POLICY

TITLE: Scholarship – Staff & Advanced

PROCEDURE NO: HR 500.03

APPROVED BY: Kacie Marken, HR Director

EFFECTIVE DATE: September 2023

The Mennonite Village Staff Scholarship Program awards scholarships to cover a portion of tuition expenses for education or training, including GED completion, accredited college courses or specialized certifications.

POLICY

Staff Scholarship

- Awards are based on the budget year, which will be determined at the beginning of every school year. Funds come from several sources.
- Approval of scholarships will be based on availability of funds and applicant meeting established requirements.
- Some requirements and conditions of award may be waived or changed on a case-by-case basis at the discretion of the Scholarship Committee.
- No employee shall receive more than \$5,000 of educational assistance per year and a lifetime maximum of 12 scholarship awards.
- Employees working towards a GED, specialized certification or non-nursing degree are eligible for a scholarship starting at \$250.

First-time Applicant Requirements

- Employment at Mennonite Village for 12 months or more
- Work a minimum of 20 hours per week throughout the previous 16 weeks.
 - May vary on a case-by-case basis and exceptions may be granted.
- Acceptable performance appraisals and no written disciplinary actions in the previous 12 months.
- One letter of recommendation from a co-worker. This letter should not be from the applicant's supervisor or a relative.
- One letter of recommendation from a supervisor.
- Submit a completed scholarship application.
- Meet with the scholarship committee once a year while receiving scholarship.

Returning Applicant Requirements

- Maintain a GPA of 3.0 per term. This will be the GPA they earn per term not the overall GPA.
- Work a minimum of 15 hours per week at Mennonite Village while receiving funding.
- Continue to be an employee in good standing at Mennonite Village.
- Submit a completed scholarship application.
- Meet with the scholarship committee once a year.

PROBATION

- Applicants who do not receive a 3.0 GPA will be placed on probation. Grades must improve the following term to remain eligible.
- For nursing degrees, the award amount will be the lowest award amount available.
- For non-nursing degrees applicant will be given lowest priority to receiving the award.
- If applicant does not receive a 3.0 GPA on their probation term, applicant will be ineligible to receive the scholarship and will be required to reapply when grades improve.