

BERNARD F. SMITH MEMORIAL SCHOLARSHIP
Sponsored by the Northeastern Connecticut Health Care Credit Union, Inc.
POLICY

In memory of Bernard F. Smith and in the interest of its members, the Northeastern Connecticut Health Care Credit Union has established an educational aid scholarship to advance the skills of its members in the areas of health care and finance.

Committee Structure

- ❑ New members are to be appointed by the Chairperson of the Committee and the current members.
- ❑ The Committee is composed of three members serving five-year terms.
- ❑ The Board of Directors will appoint the first chairperson. Subsequent chairs will be appointed by the Committee and approved by the Board of Directors.
- ❑ The Committee will meet annually in March – or at their discretion.

Committee Policy & Procedure

- ❑ The Committee may call on the Board of Directors and the Office Staff of the NCHCCU for assistance in considering applications.
- ❑ Funds are allocated directly from the NCHCCU's general fund account as part of their budget process in January of each year.
- ❑ The candidates will be informed in writing within ten days after the Committee meeting to explain the details of the award.
- ❑ Only tuition, books, laboratory or registration fees are considered for aid purposes.
- ❑ Consideration for aid will be given to applicants applying for credits or courses pertaining to the advancement of skills in the fields of health care and finance.
- ❑ Payment will be made by the Treasurer of the Board of Directors to each approved applicant and the Committee Chairperson will send the check to the approved applicant.

Applicant Procedure

- ❑ Completed application forms and recommendation must be sent to the Chairperson, as listed, by the 1st of March to be considered.
- ❑ Applicants must present a request for a specific training program and, if applying for college credits, should include a photocopy of the course or courses to be taken and the cost. If the applicant is looking for reimbursement for money spent, appropriate receipts must accompany the application form.
- ❑ Applicants must submit one written recommendation.
- ❑ No applicant can receive funds in excess of \$1,600. However, they may file applications as often as they like until reaching that amount.