

Pennsylvania Association of School Business Officials
CERTIFICATE OF ENHANCED QUALIFICATIONS (CEQ) SCHOLARSHIP APPLICATION

This CEQ scholarship is only available to PASBO members who do not receive 100% tuition reimbursement from their LEA. This scholarship may only be applied to tuition costs and is capped at \$500. Individuals may receive up to two CEQ scholarships in total.

Name: _____

Position: _____

Employer: _____

Present Degree(s): _____

Wilkes University Course Number & Title: _____

Type of Credit: Graduate CEU Credit

Course start date: _____ **Course completion date:** _____

Number of credits: _____ **Cost per credit: \$** _____ **Total Cost: \$** _____

Amount provided by LEA: \$ _____

Amount requested for scholarship: \$ _____

Select category:

I am requesting reimbursement upon completion of the course.

Reimbursement for such credits will be made promptly upon receipt of a transcript or official grade report showing completion of the course with a letter grade of "C" or better and proof of tuition payment by participant.

I am requesting pre-payment to Wilkes University.

Participants opting for prepayment of tuition are responsible to reimburse PASBO for any amount paid by PASBO and not refunded by the college or institution if the course is cancelled, if the employee withdraws from the course or if the participant does not provide a transcript or official grade report showing completion of the course with a letter grade of "C" or better within 30 days of the course end date. Repayment of PASBO paid tuition and fees shall occur within 30 days of occurrence of the above listed situations.

ELIGIBILITY:

- ♦ Active member of PASBO for two consecutive years (beginning with the date of membership) and remain an active PASBO member for two years following the receipt of the award
- ♦ Participant does not receive 100% tuition reimbursement from LEA

This CEQ Scholarship is for the 2011-12 year. All courses must be completed between July 1, 2011 and June 30, 2012.

Participant Signature: _____ **Date:** _____

FOR THE SUPERINTENDENT OR HUMAN RESOURCES DIRECTOR:

By signing below, I have verified that this employee does not receive 100% tuition reimbursement from the LEA and that the participant is eligible for this scholarship according to the above stated eligibility requirements.

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Please mail completed CEQ Scholarship Application and benefits letter to:

PASBO
Attn: Scholarship Program
PO Box 6993
Harrisburg, PA 17112-0993

If you have any questions, please contact Suzanne K. Yorty at (717) 540-9551 or syorty@pasbo.org.