

BOMA San Antonio Scholarships – Professional Education

Background of Program

In 1999, the BOMA San Antonio Board of Directors (“Board”) approved creation of a program to provide scholarships for professional education, either for the designation programs offered by the BOMI Institute or for other educational programs offered by BOMA International.

In addition, the Board approved the creation of a program to provide scholarships to students for participation in Systems Maintenance Administrator (SMA)/Systems Maintenance Technician (SMT) designation programs offered by the BOMI Institute.

Scholarship funding provided by BOMA San Antonio is as follows:

- A maximum of \$5,000.00 can be awarded annually;
- A maximum of \$2,025.00 to be awarded per course offered;
- Any unused portion allotted to one course can be rolled over into the next course’s funding as long as the maximums as set forth above are not exceeded.

General Information

Scholarships shall be exclusively for REGULAR MEMBERS as described in the Bylaws. Scholarships are for the BOMI RPA, FMA and SMA/SMT designation programs and for BOMA International education courses that are approved by the Board of Directors.

- Scholarships are available only for courses with a tuition fee of \$400 and higher.
- Scholarships may only be granted for the course tuition fee; applicant shall be responsible for all other costs associated with the course including but not limited to travel, accommodations, meals and incidentals.
- Scholarships are reimbursing as opposed to initial funding unless otherwise authorized by the Board and only upon special need circumstances as presented in writing to the Board.
- Application for scholarship must be presented to the BOMA office 30 days prior to the course start date and/or registration deadline for out-of-town seminars. Failure to meet deadline will eliminate consideration of application unless the BOMA San Antonio Board of Directors waives the deadline. (There is no requirement of the Board to consider a request for deadline waiver.)
- A lifetime maximum of five courses per student may be funded even if enrolled in multiple designation programs offered from either BOMI or BOMA.
- Scholarship will not include any testing fees or re-scheduling fees.
- Each scholarship award covers one approved course.
- For each additional course taken, reapplication is necessary.
- Recipients must complete and pass each course to be eligible for subsequent scholarships.
- Program offerings may change from time to time and all programs must be presented to the Board for approval. Offerings by BOMI Institute or BOMA International do not guarantee automatic approval by the Board.
- Approval of a course not offered by BOMA SA but by another BOMA Local, the scholarship amount will be based on the current course price offered by BOMA SA. Any course price shortfall or additional expenses required to complete the course shall be the sole responsibility of the scholarship applicant and will NOT be funded by BOMA SA in any way.

POLICY: Scholarships- Professional Education for Regular Members, continued

Scholarship Eligibility

1. Applicant must have been a Regular Member representative in BOMA San Antonio for at least one (1) year. Applicant must have, within the past one (1) year, actively served on a local committee and be verified in writing by that committee chair. The Board may choose to waive this requirement for applicants who have shown a commitment to BOMA SA ways other than committee service but in that event, the recipient must, within 3 months of scholarship approval, join and actively participate in at least one BOMA SA committee for one year. Failure to do so may be a basis for future scholarship requests to be declined.
2. Applicant must submit a letter of recommendation from their Company supporting their education.
3. Applicant must have long term career plans in the commercial real estate management industry and have at least one (1) year of experience in the field.
4. Applicant must submit a minimum 250-word essay explaining his/her career plan and how the requested course will further it.

Scholarship Funding

Upon acceptance by the Board for an individual to receive an educational scholarship, the initial enrollment fee for a designation will be paid by BOMA SA. The individual will be required to pay for the course but on notification from BOMI or BOMA of course completion with a passing grade, the funding of scholarships shall be awarded at 100%.

For BOMI Institute courses: For a member who is enrolling for the first time in RPA/FMA/SMT/SMA designation program, the BOMI enrollment fee will be the initial scholarship for the member as outlined in Scholarship Funding above. The 2014 Board approved eliminating payment of the enrollment fee at student's expense to incentivize members to start the designation program.

NOTE: All scholarship recipients are required to participate in the next offered BOMA International's Experience Exchange Report (EER) and BOMA San Antonio's Salary Survey. Failure to do so either of the foregoing without Board waiver of the requirement may be a basis for future scholarship requests to be declined.

Application is attached below and must be emailed to admin@bomasanantonio.org 120 days prior to the registration deadline. Failure to meet deadline will eliminate consideration of applicant unless the BOMA San Antonio Board waives the deadline.

BOMA SAN ANTONIO SCHOLARSHIP APPLICATION

Personal Data

Name: _____ Email: _____

Mailing Address: _____

City/State/Zip: _____

Scholarship desired for (circle one): RPA FMA SMA/SMT Other Course

Name and Location of Course or Meeting _____

Amount of scholarship requested: \$ _____

Amount requested must follow the guidelines of the scholarship policy.

Other educational registration fee of \$ _____, plus other allowable expense outlined in the Scholarship Policy

Are you a past recipient of a scholarship from BOMA San Antonio? Yes No

(If yes, please attach proof.)

What is your company's education reimbursement policy? Are funds available from other sources for reimbursement?

Professional Data

Employer: _____

Employer's Address: _____

City/State/Zip: _____

Job Title: _____

Immediate Supervisor: _____ Phone: _____

Building/Facility Manager (if different from supervisor): _____

Length of employment: _____ (If less than two years, attach info for previous employer.)

Brief description of job responsibilities: _____

BOMA SAN ANTONIO SCHOLARSHIP APPLICATION, PAGE 2 OF 2

Education and Academic Achievements

<u>Level</u>	<u>Institution</u>	<u>Field of Study</u>	<u>Certification Earned</u>
College/ University	_____	_____	_____
Professional Designations	_____	_____	_____
Other Industry Courses Taken	_____	_____	_____

Two Business/Professional References

Name: _____ Phone: _____
Address: _____
City/State/Zip: _____
Email: _____

Name: _____ Phone: _____
Address: _____
City/State/Zip: _____
Email: _____

Required Attachments:

Letter of recommendation from employer

Minimum 250 word essay explaining how the conference will benefit you

Signature: _____ Date: _____