

Edyth Bush Institute Member Scholarship Request Form

Please complete this form in lieu of the online registration form each time your organization requests a scholarship for a workshop. *ALL scholarship requests must be made three (3) days in advance of the workshop to be effective.* NOTE: Maximum scholarship per organization each year is \$500.

Scholarships to member organizations are made possible through the generosity of the Edyth Bush Charitable Foundation.

Name of Organization _____

Executive Director _____ Email: _____

Mailing Address _____

City, State, Zip _____

Telephone Number _____ FAX _____

Our organization has a tax-exempt status as a 501(c)(3) organization _____ Yes _____ No

Our current annual operating budget** \$ _____ Our training budget is \$ _____

Our EIN # is _____ **Organizations that operate as a pass-through for funding may enter their current operating budget.

We request an Edyth Bush Institute Scholarship for the following (one registration per person):

Registrant's name _____ Registrant's Job Title _____

Registrant's Email _____

Workshop Title _____ Date _____

Workshop Material Format Digital Hardcopy

This Scholarship will help us:

Workshop Fee \$ _____

Scholarship Percentage 30% \$ _____ (Workshop Fee x Applicable %)

Organization's Percentage 70% \$ _____ (Amount due at this time)

Signed _____
Executive Director

Date

Cancellation Policy

All cancellations are subject to a \$15 cancellation fee.

Please note that registrants who do not cancel before 3 working days* in advance of the workshop (including online workshops) and do not attend are liable for the entire workshop fee. Lack of payment does not constitute cancellation. Individuals who must cancel their registration may select one of the following three options, provided that they submit their cancellation to the Edyth Bush Institute in writing (ebi@rollins.edu) no later than three (3) working days prior to the workshop start date:

1. Transfer the registration fee to another workshop.
2. Designate an alternate person to attend.
3. Receive a refund of the tuition fee, less the \$15 cancellation fee.

Please email this form to ebi@rollins.edu. Please allow 2-3 business days for processing. You will receive an approval e-mail and instructions for paying your balance online. If paying by check, make checks payable to **Rollins College** and mail to:

Edyth Bush Institute for Philanthropy & Nonprofit Leadership
1000 Holt Ave. – 2755, Winter Park, FL 32789

Phone: 407-975-6414 E-mail: ebi@rollins.edu Website: ebi.rollins.edu