



## Academic and Certification Scholarship Guidelines

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### Scholarship Overview

Scholarships are awarded by West Central Minnesota SHRM to help individuals further their education, knowledge base, and career.

### Member Eligibility Requirements

- Complete applications must be submitted with all supporting documents. Applications that are submitted without supporting documentation will not be considered.
- The monies awarded are to go towards HR certification preparation, business conferences, academic courses, text books and testing fees related to advancing the individuals business and human resources knowledge base.
- Applicants must be members of West Central Minnesota SHRM for a minimum of six months or be a student seeking higher education.

### Reimbursement

Scholarships will be awarded upon proof of a paid receipt of application expenses. Expenses must be submitted within 30 days of when they were incurred including course expense, books, testing fees, and other preapproved expenses.

### Tax Implications

It is the individual's responsibility as a taxpayer to assess the tax consequence of reimbursement for educational expenses and comply with existing provisions of the Internal Revenue Code. Members should obtain advice from appropriate tax counsel on the reporting and deductibility of tuition and fee reimbursement.

### Submission

Once application is completed, send the Scholarship Application and any supporting documents to [westcentralmshrm@gmail.com](mailto:westcentralmshrm@gmail.com) for consideration by the WCMN SHRM Board.



## Academic and Certification Scholarship Application

Name	
Current Employer/School	
Current Position Title	
Certification/Education seeking	
Name of Educational Institution	
Location	
Start Date of Program	
Expected End Date of Program	
Cost of Program	\$
Scholarship Amount Requested	\$
Will you receive or have you received other financial assistance that will be applied?	Yes or No If yes, amount of:
Provide a brief explanation of the education/certification you are pursuing.	
How will this scholarship help you attain your career goals in Human Resources?	
Complete this statement: Successful completion and certification will allow me to...	

Please attach information regarding the academic course(s) or certification you are pursuing and the cost of the program. The scholarship application cannot be processed without the proper supporting documentation.

### Applicant Acknowledgement

By signing this form, I understand and agree that I understand and meet the scholarship guidelines, and I understand scholarship approval is based on West Central MN SHRM board approval.

Applicant Signature

Date