

**Due to Nikki Nunn
by July 1**

**Brandermill Woods Foundation, Inc.
14311 Brandermill Woods Trail
Midlothian, VA 23112
(804) 744-1173 Fax: (804) 744-4894
Tax ID # 54-2010914**

Employee Scholarship

PURPOSE

This annual scholarship provides financial assistance to employees of Brandermill Woods Retirement Community to further their education, whether it is course work in college, high school, technical school, or job-related training.

ELIGIBILITY

All applicants must have completed no less than one (1) year of service total. The scholarship is open to all eligible full-time and part-time employees without regard to sex, race, religion, age, nationality or disability. Individuals at the executive level and department directors are not eligible for the scholarship. Scholarship winners are required to wait one year before applying for another scholarship.

APPLICATION

Employees applying for the scholarship must complete the scholarship application and submit it by July 1 to the Human Resources Manager at Brandermill Woods. An online application through www.brandermillwoods.com/foundation is preferred. The Foundation scholarship committee will choose the recipient(s) of the scholarship. The applicant may be required to appear for an interview. The scholarship will be awarded at a Brandermill Woods Foundation function. It may be expected that all applicants be present.

QUALIFICATIONS

Applicants will be reviewed based on criteria including good work performance and attendance, director's or supervisor's report (to be turned directly into the Human Resources Manager) and an explanation of why the scholarship is important to the applicant.

VERIFICATION OF ENROLLMENT

Each applicant must provide The Foundation with verification of enrollment (i.e. school transcript) in an accredited institution of learning and proof (i.e. receipts) of the educational use intended for the award. The term "educational" means any course taken at an accredited institution to reach the GED level of education, or to gain advancement to a position with the employer for which the applicant has a reasonable expectation of achieving. The costs covered under this plan may include those of tools or supplies purchased by the participant, but not those of meals, lodging or transportation incurred by a participant incidental to the course.

The term "accredited institution" means any college or university, state approved GED program, high school or state approved vocational, technical school or professional certification, the primary function of which is formal instruction. Said accredited institution must employ a regular faculty teaching established curricula. It must have an enrolled body of students in attendance at the site of its educational activities.

Scholarship funds not used for the purpose intended may result in a demand for the return of the funds or employment disciplinary action. If the scholarship recipient is unable to attend classes or withdraws and a refund is due, the refund must be returned to The Foundation. When the employee begins classes again, the balance of the refund will be issued to the employee with the same restrictions.

Reissuance of the scholarship fund in the above situation will occur only if the original withdrawal was for an extenuating circumstance that was approved by The Foundation. If The Foundation does not approve the withdrawal, the employee will not be eligible for another scholarship for two years. Any misconduct resulting in the termination of employment may require the forfeiture of any unused scholarship funds.

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Scholarship Application Form

Thank you for your interest in the Brandermill Woods Foundation, Inc. Scholarship Program. Other than providing a scholarship to an outstanding student, our vision is to provide educational assistance to students who show leadership qualities and are role models to their peers.

Please complete the following application and mail it to The Foundation at the above address.

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

EDUCATION INFORMATION

Name of high school: _____

Date of graduation or education level completed: _____

Name of proposed educational institution: _____

Anticipated date of graduation from this institution: _____

Degree pursued or vocational or technical courses you have taken or are currently taking: _____

ACTIVITIES/HONORS/AWARDS

List the most important clubs, sports or activities in which you have participated and the most significant honors/awards you have received.

Sport/Club/Activity	Office(s) Held	Honors/Awards
_____	_____	_____
_____	_____	_____
_____	_____	_____

List your organizational memberships or volunteer work. _____

Why do you feel you deserve to receive a Brandermill Woods scholarship? _____

What are your career plans? _____

Please share the moment, accomplishment or activity about which you are most proud. ____

If a co-worker, boss, or resident described your contributions to Brandermill Woods, what would he or she say?

What would you like to do when you have reached your educational goals? _____

If applicable, what continuing education course(s) do you plan to take?

Intended major or degree: _____

PERSONAL ESSAY

On a separate sheet of paper, write/type an essay answering one of the following questions. Include your name on the essay, and staple it to the application.

1. Describe your most significant accomplishment and why you consider it significant.
2. Aging, what can I expect?
3. How can the community better help aging residents?
4. How can young people become better educated about the aging process?
5. What have you learned at Brandermill Woods that will help you in the future?

By signing this application, I certify that the information provided is true and accurate.

Signature: _____ Date: _____

The scholarship is open to all eligible full-time and part-time employees of Brandermill Woods without regard to sex, race, religion, age, nationality or disability.

Please return your completed application to:
Nikki Nunn
c/o Brandermill Woods Foundation, Inc.
2100 Brandermill Parkway
Midlothian, VA 23112

Be sure to request a report from your Supervisor or Director to be turned directly into Nikki.

SCHOLARSHIP INTERVIEW QUESTIONS

Interview only occurs if requested by the Scholarship Committee

- How do you plan to use this scholarship?
- Tell us what your career plans are? Where do you see yourself in five years?
- What are your plans for schooling if you do not receive the scholarship?
- Please tell us about your family.
- Are you involved in any community activities? How do you usually spend your free time?
- What are your responsibilities at home?
- What kind of financial support for your schooling do you expect to receive from your family, grants or other scholarships?
- Please share the moment, accomplishment or activity for which you are most proud.
- Name the person(s) who has had the greatest influence on you.
- Look out the window of your house or another building. What would you change about what you see?
- If a co-worker, boss, or resident described your contribution to Brandermill Woods, what would that person say?

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Scholarship Application Rating Form

Applicant Name: _____

Rate applicant on the following areas. (5 is the highest score)

Application Form:					
Neatness	1	2	3	4	5
Completeness	1	2	3	4	5
Essay Content	1	2	3	4	5
Department Head/Supervisor Report	1	2	3	4	5

Additional Notes: _____

Amount of proposed scholarship: _____

Scholarship Approved: _____

Scholarship Denied: _____

Foundation Officer: _____ Date: _____

Make Check Payable To: _____

Date of Check: _____ Amount of Check: _____

Check Number: _____