

Business Skills Tuition Reimbursement Program

The SBMEF Business Skills Tuition Reimbursement Program provides workingwomen an opportunity to participate in professional development workshops and/or seminars offered by an accredited, licensed, or state-approved institutions. Non-degree coursework such as desktop publishing, real estate licensing, KU MBA Essentials, Franklin Covey, and other ABWA district or national conference programming may meet the criteria if the applicant can demonstrate that the coursework enhances her career objectives.

1. Guidelines

- An applicant may request business skills tuition reimbursement for up to *one half* of the tuition of coursework up to \$500. The minimum for each reimbursement is \$50.
- The reimbursement is for non-degree tuition
- The SBMEF trustees (ABWA National Board of Directors) serve as the selection board.
- The maximum an individual may receive each award year (Aug. 1-July 31) is \$500.

2. Applicant Eligibility Requirements

- The applicant must be a female, U.S. citizen.
- Members and non-members may apply but must be sponsored by an ABWA group.
- The applicant must attend a licensed, accredited or state-approved institution in the United States, its territories, or districts.
- The course must enhance the applicant's career objectives.

3. Group Requirements for Participation

- The group must be in good standing (meaning that the group must have paid its administrative fee and submitted its slate of officers – who are current with their national dues – to ABWA National).
- The group must have contributed at least \$500 to SBMEF the previous award year (contributions to fund a Chapter/Network Special Scholarship do not qualify).
- The group is limited to a total business skills tuition reimbursement amount not to exceed

50 percent of its SBMEF contribution (exclusive of any money contributed for the Chapter/Network Special Scholarship program) for the previous year. For example, if a group contributed \$1,000, then it may submit up to a total of \$500 in business skills tuition reimbursements during the following award year.

- The group may submit multiple candidates for reimbursements up to half the contribution amount. In the example above, it may submit more than one application with a sum total of \$500.

4. Procedures

- The group registers applicant(s) at the SBMEF web site: www.sbmeff.org
- The applicant must complete the SBMEF business skills tuition reimbursement application, include a course description, rationale for attendance, and verification of the institution's or organization's credentials. These items must be submitted to the group within 90 days of attending the course, along with receipt of payment.
- The group must review the information in the SBMEF business skills tuition reimbursement application to verify the eligibility of the institution.
- The group must **vote** to submit the applicant for reimbursement.
- The group must submit the **SBMEF Chapter/Network Sponsorship Form** with supporting documents to SBMEF for approval.
Note: Officers may not sign their own sponsorship forms.
- Retain copies for your records.
- Applications must be submitted by the group, *not the applicant*, and must be received at SBMEF on or before June 1.
- The application will be reviewed and forwarded to the trustees for consideration.
- Upon approval, a check payable to the applicant will be sent to the president for presentation. If applicant is not approved, application materials will be returned.