

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 apply for business skills tuition reimbursement in an amount up to *one half* of the tuition up to \$500. The minimum amount for any 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 chapter/network.
- The applicant must attend a licensed, accredited or state-approved institution in the United States.
- The course must enhance the applicant's career objectives.

3. Chapter/Network Requirements for Participation

- The chapter/network must have paid its administrative fee and all officers and chairs must be current with their national ABWA dues.
- The chapter/network must have contributed at least \$500 to SBMEF the previous award year (contributions to fund a Chapter/Network Special Scholarship do not qualify).
- The chapter/network is limited to a total

business skills tuition reimbursement amount not to exceed 50 percent of its SBMEF contribution. For example, if a chapter/network contributed \$1,000, then it may apply for up to a total of \$500 in business skills tuition reimbursements during the following award year.

- The chapter/network may submit applications for 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. Application Process

- Eligible chapters/networks register applicants at the SBMEF website: 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 uploaded within 90 days of attending the course, along with receipt of payment.
- The chapter/network must review the information in the SBMEF business skills tuition reimbursement application to verify the eligibility of the application.
- The chapter/network must **vote** to submit the application for reimbursement.
- The chapter/network must upload or mail the **SBMEF Chapter/Network Sponsorship Form**.
Note: Officers may not sign their own sponsorship forms.
- Both the applicant and the chapter/network must complete fully their portion of the application process in order to be considered, Applications must be completed by June 1.
- The application will be reviewed and forwarded to the trustees for consideration if it is eligible.
- Upon approval, a check payable to the applicant will be sent to the Chapter/network President for presentation.