


<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT: Scholarship Program for Children of Associates</b>
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## GENERAL POLICY:

The Montefiore Scholarship Program has been established to provide incentive and opportunity for the children of Montefiore Associates to undertake college education. The scholarship awards will be based primarily on financial need. The number and dollar amount of these scholarships will be determined annually based on budgetary restrictions.

## ELIGIBILITY:

1. All full-time regular Associates who have been employed by the Medical Center for at least one (1) year prior to application.
2. Total family income and general expenses must be shown to demonstrate financial need.
3. Student applicants must provide complete information on scholarships granted by sources other than Montefiore Medical Center.
4. Student applicants must provide either a letter of acceptance from an accredited two (2) or four (4) year college (for new students) or transcript of grades indicating successful completion of last semester's program (for continuing students).

## PROCEDURE:

1. Scholarship application will be available on the Montefiore Intranet on the Human Resources page under Benefit Information, Tuition Office in March of each year unless otherwise announced.
2. Applications should be completed and returned to the Tuition Office, Benefits Department, together with all supporting documents, by July 1<sup>st</sup> of each year unless otherwise announced.

*All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.*