



VIRGINIA BEACH POLICE FOUNDATION, INC.

P.O. BOX 56385, VIRGINIA BEACH, VA 23456

APPLICATION FOR SCHOLARSHIP

INSTRUCTIONS: Read the VBPF Scholarship Plan document and the instructions on the reverse side to determine if you are eligible for a grant. To apply, fill out this form and send by email to info@vbpf.org with the requested information. Your application must be received by the deadline specified in the scholarship announcement.

NAME: _____ Date Hired: _____

ADDRESS _____ Work Phone: _____

CITY _____ ST _____ ZIP _____ Home Phone: _____

E-mail _____ Cell Phone: _____

I request a scholarship for the following course(s) which I am taking in pursuit of a(n)

____ Undergraduate Degree ____ Master's Degree ____ PhD

Institution Attending: _____ Major _____

Name of Course: _____ Credit Hours _____

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List any other tuition reimbursement or scholarships which you will receive for these courses:

I have applied or am enrolled in the above institution and have registered to take the courses indicated beginning _____. Tuition for the course(s) will be \$ _____.

Upon completion of the course(s) I will submit a report of the grade(s) received.

Signature: _____ Date: _____

The undersigned supervisor hereby confirms this applicant has had satisfactory or better performance evaluations **and** no disciplinary actions in the 24 month period preceding the date of this application.

_____, _____ Date: _____
Signed Title

FOR FOUNDATION USE:

Date Received: _____ Date Approved/Declined(circle one): _____

Date Student Notified of Scholarship Approval: _____ Approved Amount: \$ _____

Date Paid: _____ Report of Course Completion & Grades Received: _____

VBPF SCHOLARSHIP APPLICATION PROCEDURE

Tuition scholarships for employees of the Virginia Beach Police Department will be as specified in the VBPF Scholarship Plan (hereafter "Plan") and subject to approval by the Virginia Beach Police Foundation Board of Directors. The number of scholarships to be awarded and the dates for application and award announcement will be made periodically as specified in the Plan.

This summarizes procedures for applying for scholarships, but is not intended to substitute for the full Plan document or to be all encompassing. For full details, refer to the Plan document which will govern. The Plan can be viewed on our website, www.vbpf.org

The purpose of this Plan is to encourage the education and development of employees of the VBPD and to assist those employees in qualifying for potential advancement within the Department.

To be eligible to participate in this Plan, you must be employed by the Virginia Beach Police Department for 24 months prior to the date you begin a class for which you request a scholarship award and you must remain employed by the VBPD for 24 months following completion of the course(s) for which the scholarship was awarded. You must be pursuing a degree at an accredited educational institution with a course of study reasonably related to your work, as determined by the VBPD, or which will qualify you for advancement in the VBPD.

By signing here, I understand that if I my terminate my employment with the VBPD for any reason within two years of completion of the course(s) for which I have been awarded a scholarship, I must reimburse the Foundation for the full amount of reimbursement received, as provided in the Plan document and I further understand the Foundation will enforce this provision with legal action if I do not voluntarily repay the scholarship award.

Applicant's signature_____

To apply, complete this form and submit it to the Virginia Beach Police Foundation by email to info@vbpf.org by the date specified in the scholarship announcement. With your application, please submit a narrative description of your accomplishments in law enforcement and why you should be awarded a scholarship. Please also include in the narrative information on previous educational degrees or courses you have completed. The Foundation will review your application and notify you if approved or denied by the date specified in the scholarship announcement.

If you are selected, submit your tuition and fees bill to the Foundation and the Foundation will remit the amount billed, up to the amount of the scholarship directly to the educational institution. Submit your receipt for books to the foundation and you will be reimbursed, up to the limit of the scholarship award.

Following completion of the course(s) for which the scholarship was awarded, you must submit a copy of your grade report or transcript showing the grade(s) received.

In the event you fail to satisfactorily complete a course for which a scholarship has been awarded, you may be required to reimburse the Foundation for the amount of the scholarship award, depending on the circumstances, as specified in the Plan.