



# ***VIRGINIA BEACH POLICE FOUNDATION, INC.***

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

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## **SCHOLARSHIP PLAN**

1. **INTENT:** This scholarship plan is intended to encourage educational advancement for members of the Virginia Beach Police Department and to foster the development of future leaders within the Department.
2. **ELIGIBILITY:** Full-time sworn and civilian members of the Virginia Beach Police Department who have a minimum of two years employment at the time of application and who have applied for enrollment or who are enrolled at an accredited college or university as defined hereafter are eligible to apply for these scholarships.
3. **ELIGIBLE INSTITUTIONS:** Eligible colleges or universities are those institutions of higher learning accredited by the Southern Association of Colleges and Schools (SACS) or other appropriate regionally accrediting institution.
4. **QUALIFICATIONS:** Applicants must have satisfactory or better performance evaluations and no disciplinary actions in the 24 month period preceding the date of application. Undergraduate applicants must be pursuing a degree in a discipline relevant to municipal law enforcement, including but not limited to criminal justice, public administration, criminology, leadership, etc. Scholarship funds may only be applied towards courses which result in credits towards the relevant degree.
5. **SELECTION PROCESS:** When an application period is announced, applicants must submit a written application, on a form provided by the Virginia Beach Police Foundation, which will include a summary of the applicant's contributions to law enforcement in Virginia Beach. Selection will be made by a panel selected by the VBPF. The VBPF will select panel members at the same time that each Request for Applications is announced and in advance of receiving applications. The panel will base their selection on its evaluation of the applications received and any supporting material submitted. Applicants who have received a previous scholarship award under this program may apply for subsequent awards and based on their previous academic performance may receive preferential consideration for additional scholarship awards.
6. **COORDINATION WITH CITY OF VIRGINIA BEACH TUITION REIMBURSEMENT POLICY:** Applicants for a scholarship from the VBPF should first apply for and receive a determination letter from the City of Virginia Beach Tuition Reimbursement Plan. Payments under this scholarship plan are secondary to the City of Virginia Beach Tuition Reimbursement Policy and will be made only after a final determination of tuition reimbursement has been made by the City of Virginia Beach. Once the award letter is received from the City of Virginia Beach, a copy must be provided to the VBPF.
7. **SCHOLARSHIPS:** The amount of each scholarship shall be determined as follows. The amount of tuition and fees billed by the educational institution will be reduced by the amount of any tuition assistance awarded by the City of Virginia Beach and the Foundation will pay

up to \$1,500 for undergraduate tuition and up to \$2,000 for graduate tuition directly to the educational institution after the student has been billed for his or her tuition and fees and submits a copy of the bill to the VBPF. Books purchased or rented will be reimbursed directly to the student upon submission of a copy of the bill to the VBPF, subject to the maximum limit of \$1,500 for undergraduate courses or \$2,000 for graduate courses.

8. **NUMBER OF SCHOLARSHIPS:** The number of scholarships to be awarded in each semi-annual period will be determined by the VBPF Board of Directors at the beginning of each application period, based on funds available. Requests for Applications will be announced for the spring, summer and fall academic periods and awards will be announced within 45 days of the application period closing.

9. **RECIPIENT'S RESPONSIBILITY:** The recipient's responsibility in accepting a scholarship award from the VBPF is to diligently pursue the course(s) for which the tuition, fees and books are being paid and to successfully complete such course(s). In the event the scholarship recipient drops out of the course, fails the course or receives a grade of Incomplete, he or she will be expected to return the funds paid by the Foundation for the course(s) unless the recipient has a reasonable explanation, as determined solely by the VBPF Board of Directors, for not successfully completing the course. By accepting a scholarship from the VBPF, the recipient agrees to provide the VBPF with a copy of his or her grade report for the course or courses funded by the scholarship award.

Furthermore, since the intent of this program is to foster the education and development of future leaders for the VBPD, scholarship recipients are expected to remain continuously employed by the VBPD for a period of not less than 24 months following completion of the course(s) for which the scholarship was awarded. Recipients who voluntarily terminate their employment from the VBPD within 24 months of completion of the course(s) will be required to repay the amount of the scholarship award to the VBPF unless the VBPF's Board of Directors determines, in its sole judgment, that just cause exists for such repayment to be waived.

10. **NON-DISCRIMINATION:** This program will be administered without regard to the age, sex or race of applicants or any other factors for which discrimination is prohibited by law.

Adopted: April 28, 2014

Revised: May 9, 2014

Revised: August 19, 2016, changes effective as of August 12, 2016