

# SIMPSON FOUNDATION

The logo features a stylized red wave or ribbon graphic centered below the text.

## SIMPSON EMPLOYEE SCHOLARSHIP FUND

### FACT SHEET FOR APPLICANTS

(FINAL AS OF 4/17/2024)

#### A. DESCRIPTION OF THE FUND

Simpson residents, staff, family and friends recognize the work and services of members of the staff who contribute significantly to our overall quality of life. The Employee Scholarship Fund (ESF) is established and supported by individual donors who choose to offer financial support to these staff members as they plan to pursue continuing education in preparation for new career opportunities. As funds are available, the Fund may support eligible Simpson staff in their pursuit of post-secondary education at an eligible accredited institution.

#### B. ELIGIBILITY

Staff members of all Simpson departments who meet the eligibility criteria are invited to submit applications to the Fund.

To be eligible for consideration, a person must:

1. Be a current Simpson employee (full time, part time, PRN or “as needed”).
2. Be deemed to be in good standing by management.
3. Have worked no less than 750 cumulative hours since their hire date prior to the application deadline, including hours worked prior to a break in service.
4. Have been accepted at, or currently be attending, an accredited post-secondary educational institution.
5. Additionally, applicants defined as “Returning Scholars” must continue as a Simpson staff member working no fewer than six (6) pay periods in the 12 months prior to the application deadline.

## **ESF FACT SHEET FOR APPLICANTS**

(FINAL AS OF 4/17/2024)

### **C. CATEGORIES OF APPLICANTS**

Applicants to the Fund are divided into four categories, which also serve as the priority order for awards. The categories, in order of priority from high to low, are as follows:

- 1. Current High School Seniors.** These are applicants who have met the eligibility criteria set forth in Section B of this Fact Sheet.

These applicants have the following options regarding enrollment:

- a. Immediate Enrollment:** applicant is enrolling in an eligible accredited institution in the academic year immediately following their high school graduation.
- b. Gap Year:** applicant is taking a gap year. Such applicants must provide proof of acceptance at an eligible accredited institution no more than 15 months from their scholarship award announcement date.

- 2. Returning Scholars.** These are applicants who previously received an ESF Scholarship award when they were high school seniors. These applicants must remain in good standing at the institution they are attending and also satisfy the eligibility criteria set forth in Section B of this Fact Sheet, particularly those of Section B5. (Note: this category does not include full or part time employees who have previously received an ESF scholarship.)

- 3. Full Time Employees.** These are current Simpson employees (including full time employees who have previously received an ESF scholarship) who:

- a. meet the eligibility criteria set forth in Section B of this Fact Sheet.
- b. have completed their probationary period.
- c. meet the current requirements for hours worked by full time employees.
- d. want to further their education or vocational skills at an eligible accredited institution; and
- e. whose course of study must be related to a career option which benefits the programs and/or services of Simpson.

- 4. Part Time Employees.** These are current Simpson employees (including part time employees who have previously received an ESF scholarship) who:

- a. meet the eligibility criteria set forth in Section B of this Fact Sheet.
- b. have completed their probationary period.
- c. meet the current requirements for hours worked by part time employees.
- d. want to further their education or vocational skills at an eligible accredited institution; and
- e. whose course of study must be related to a career option which benefits the programs and/or services of Simpson.

#### **D. AWARD DETERMINATION**

Applications are submitted to the Simpson Foundation Administrative Designee, who reviews them for completeness. Completed applications are then submitted to a neutral Selection Committee for review and consideration. The Selection Committee chooses award recipients based upon established criteria. Award amounts are dependent on funds available, and the amount awarded to each recipient may vary.

The Selection Committee presents its recommendations to the Simpson Foundation Board for final approval.

Each applicant will be informed of the decision made regarding their application.

#### **E. APPLICATION PROCESS & FORM**

The on-line application is straightforward. Important points to remember are:

1. Applications will only be accepted via the on-line application process.
2. Fill out the form completely.
3. Provide all the necessary documents:
  - a. a recent headshot photo of yourself in jpeg format. This will be used for publicity both on and off campus.
  - b. 300-500 word essay describing the skills and experiences gained while working at Simpson, and what it means to you to receive this scholarship.
  - c. an acceptance/waitlist letter from an accredited institution.
4. Sign and date the form. Unsigned forms will be rejected.
5. **Do not miss the submission deadline. Late applications will not be accepted.**

**APPLICATION DEADLINE: MAY 31, 2024**