



**SIMPSON EMPLOYEE SCHOLARSHIP FUND**  
**FACT SHEET & APPLICATION FORM- 2025**

**Note: This Fact Sheet is for use by: [Applicants](#)**

**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 or program.

**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 through December 31<sup>st</sup> of the year just ended, including hours worked prior to a break in service.
4. Have been accepted at, or currently be attending, an accredited post-secondary educational institution or program.
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 through December 31<sup>st</sup> of the year just ended.

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**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 a 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 a ESF scholarship. Those requirements are below.)*

- 3. Full Time Employees.** These are current Simpson employees (including full time employees who have previously received a 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 or program; and
- e. whose course of study is related to a career option which benefits the programs and/or services of Simpson.

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**4. Part Time Employees.** These are current Simpson employees (including part time employees who have previously received a 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 or program; and
- e. whose course of study is related to a career option which benefits the programs and/or services of Simpson.

**D. AWARD DETERMINATION**

Applications are submitted to the 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.

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

**E. APPLICATION PROCESS & FORM**

The online 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, good quality headshot of yourself in jpeg format. This will be used for publicity both on and off campus.
  - b. Include a 300-500 word essay (PDF) describing the skills and experiences gained while working at Simpson and what it means to you to receive a scholarship. It must be written by you and not submitted with a previous year's application. This essay must be submitted as a PDF.
  - c. Attach a PDF of your acceptance/waitlist letter or proof of registration from an accredited institution/program.
4. Sign the on-line application.
5. ***Do not miss the submission deadline. Late applications will not be accepted.***

**APPLICATION DEADLINE: MAY 31, 2025**