

CFMA Educational Assistance Award Program Guidelines

INDIVIDUAL ELIGIBILITY GUIDELINES:

For an individual to be eligible for this program, he or she must meet the following criteria:

- o A permanent State employee with at least one year of service
- o An active CFMA member (see CFMA bylaws, Article IX, Section 2)

COURSE ELIGIBILITY GUIDELINES:

Courses, for which educational assistance will be considered, must meet the following criteria:

- o Conducted by an accredited college or university, or an established training or professional organization; and
- o Content is related to financial management, e.g., accounting, computer science, business or management related; and
- o Content is related to and will benefit applicant's ability to perform his/her current job.

APPLICATION PROCESS:

An application for assistance may be made no later than 4 weeks after the completion of the course. The following application process must be followed.

1. Complete an application form. The application can be obtained from the CFMA website. You will be asked to provide:
 - a. Description of course(s),
 - b. Written explanation of why the course is important and how it furthers your professional goals and how the course will improve your ability to perform your current job,
 - c. Documentation of expenses including registration fees, books, and other directly related costs or materials.
 - d. Copy of transcript showing course grade of "C" or better; or a certificate of completion.
2. Submit the completed application packet to the current CFMA Vice President.

AMOUNT AND NUMBER OF AWARDS:

The amount and the number of awards granted will be based on the availability of funds. The amount of actual disbursement for approved requests will be determined on a case-by-case basis. The maximum reimbursement per application will be 50% of costs, with an annual maximum of \$500.00 per member. The CFMA Board will review this percentage and maximum amount annually.

REVIEW PROCESS:

A sub-committee of the CFMA board consisting of the Vice-President and the Treasurer will review all applications and make recommendations to the full CFMA board. The full board will vote on recommendations made by the sub-committee. The applicant will be notified of the board's decision approximately 4 weeks after receiving a completed application.

DISBURSEMENT PROCESS:

All approved reimbursements will be mailed to the address provided by the applicant as soon as possible following the board's decision.