
ALABAMA EDUCATION RETIREES FOUNDATION

828 Washington Avenue • Montgomery, Alabama 36104

ELEMENTARY/SECONDARY EDUCATION

SCHOLARSHIP PROGRAM

2019

NINE \$2,000 SCHOLARSHIPS WILL BE AWARDED

To be completed by applicant and postmarked by - March 1, 2019

OVERVIEW

The Alabama Education Retirees Foundation was officially incorporated on September 29, 1989 and received its Federal Income Tax exemption under 501(c)(3) of the Internal Revenue Code on October 31, 1989. The foundation was created by the Alabama Education Retirees Association, Inc. One of the purposes of the foundation is to offer scholarships for those who are currently engaged in teaching as a career. The foundation has been actively pursuing contributions to build a financial base that will provide financial support for a series of scholarships awarded to educators who wish to pursue further training.

GOAL

The goal of the Elementary/Secondary Education Scholarship Program is to provide onetime scholarships for educators who are currently employed in an Alabama public school system (K-12). Scholarship recipients will receive training in areas of counseling, mathematics, science, computer education, library media, special education, English as a second language, or other specialized areas where a high need exists. **Funds cannot be used for costs associated with the National Teacher Board Certification process.** The amount and number of the scholarships is determined annually by the Board of Directors of the Alabama Education Retirees Foundation. **In 2019, nine \$2,000 scholarships will be awarded.**

ORGANIZATION

It is the responsibility of the Alabama Education Retirees Foundation to establish policies and procedures for the implementation of the Elementary/Secondary Education Scholarship Program. The Alabama Education Retirees Foundation is the final authority in determining eligible recipients.

TERM DEFINITIONS

1. Qualifications of Eligible Educators

An educator is considered to be professionally qualified if he/she is currently employed in an Alabama public education system (K-12). In addition, the educator may be **certified** or **non-certified**, and must demonstrate excellence in his/her area of instruction. Furthermore, the training must be in an area of documented need and result in a direct benefit to students, fellow educators, or the instructional program. The training may be advanced at the graduate level or it may be specialized at the undergraduate level.

2. Use of Scholarship

The scholarship **must** be used beginning the summer of 2019, through August 2021. **The scholarship recipient will forfeit his/her scholarship if it is not used by August 31, 2021.**

3. Alabama Resident

A resident of the state of Alabama is a person who has been living in the state for a period of at least twelve (12) consecutive months and has been employed in one of the public school systems (K-12) for at least one full school year.

4. Eligible Institution

An eligible institution is an **Alabama public four-year or two-year postsecondary educational institution** that offers educational programs in designated areas that have been approved by the Alabama State Board of Education.

5. Eligible Educator

An eligible educator is one who completes an application and:

- a. is currently employed in a state public school system (K-12).
- b. has demonstrated both excellence and initiative in their field.
- c. has been (or shall be) admitted for study at an eligible institution offering the appropriate programs that have been approved by the Alabama State Board of Education.
- d. has never received an Alabama Education Retirees Foundation Scholarship Award.
- e. has been an Alabama resident for at least 12 consecutive months.
- f. **is a current Alabama Education Association member in good standing.**

6. Refund Policies and Procedures

If the educator withdraws from the program before its completion for any reason other than a legitimate emergency or hardship, he/she must refund to the Alabama Education Retirees Foundation the amount of the scholarship that has been awarded.

APPLICATION PROCESSING PROCEDURES

The following procedures shall be the method used by the Alabama Education Retirees Foundation for determining Elementary/Secondary Education Scholarship awards to eligible educators at eligible institutions:

1. All information requested on the Elementary/Secondary Education Scholarship application must be completed and either mailed, faxed, or hand delivered to the Alabama Education Retirees Association, Inc. **Applications must be postmarked or faxed by March 1, 2019, or hand delivered by 4 p.m. March 1, 2019. If the information requested on the application is not complete, the application will be considered invalid and the applicant will not be eligible for consideration.**

2. **A person must not have received an Alabama Education Retirees Foundation scholarship within the last five years.**
3. **Applications must be submitted each academic year. Prior applications are not saved and cannot be resubmitted.** Each application will receive a preliminary review by the Scholarship Committee of the Alabama Education Retirees Foundation to determine if it is complete and if the applicant meets the criteria for the scholarship.
4. Each application passing the preliminary review will be delivered to the full Board of Directors of the Alabama Education Retirees Foundation for consideration and award.
5. **Individuals who are awarded a scholarship will receive further information by mail. Scholarships will be presented at the Annual Meeting of the Alabama Education Retirees Association, Inc., on Tuesday, May 7, 2019 at the Pelham Civic Complex, Pelham.**
6. Applicants must use the scholarship to meet the needs in the school system where they are currently employed. **Scholarships cannot be used for obtaining an undergraduate degree, master's degree, or doctoral degree, unless a specified need has been established** that will benefit the school system where the educator is employed.
7. Disbursement of all scholarship funds will be made directly to the institution up to the amount of the scholarship award. If the program cost does not require the full amount of the scholarship and the balance is minimal, the balance may be used for reimbursement to the recipient for the purchase of books and materials required by the course of study. You must have proper documentation for reimbursement. **(Note: Scholarship funds can only be used for tuition expenses and fees directly related to course work. In addition, funds cannot be used for retroactive reimbursement to the recipient for courses taken prior to receiving the scholarship award.)**
8. Each scholarship winner will be provided a letter certifying the award of the scholarship for presentation to the proper officials at the institution at which the advanced study will be taken.
9. **It will be the responsibility of the scholarship recipient to see that the institution communicates with the Alabama Education Retirees Foundation, so that payment can be made up to the amount of the scholarship.**

**Completed application must be postmarked or faxed by March 1, 2019,
or hand delivered by 4 p.m. March 1, 2019 to:**

**Alabama Education Retirees Association, Inc.
828 Washington Avenue, Montgomery, Alabama 36104
1-800-537-6867 • Fax 334-262-6002**

**Scholarship information and additional applications may be photocopied as needed,
downloaded from our web site at: www.aerainc.org, or obtained from the address listed above.**