

Scholarship Committee – Ad Hoc Committee

Scholarship: Annual World EAP Conference Early Registration Fee

Chair: Vice President

Members: Executive Committee of NC EAPA

Procedure: Any NC EAPA member wishing to apply for a scholarship to the Annual World EAP Conference organized by EAPA will obtain an Application for Annual World EAPA Conference Scholarship from their copy of the NC EAPA Operations Manual, the NC EAPA web site or the EAPA NC Vice President. Current members of NC EAPA may apply and preference will be given to members who have shown the ability to pay for travel accommodations to the conference, those who have not attended a world conference previously, and students.

The form will be completed and returned to the Chapter Vice President at least 4 weeks prior to the deadline for early registration at the Annual World EAP Conference. The Vice President will obtain any additional information that may be needed from the applicant, either by phone or email and then poll the Executive Committee members and obtain acceptance/non-acceptance. A simple majority vote will suffice as acceptance/non-acceptance.

The Chapter Vice President will then contact the Chapter Treasurer and the applicant and inform him/her of the decision. The successful applicant will be required to complete the registration for the Annual World EAP Conference and send it to the Chapter Treasurer a minimum of 2 weeks prior to the early registration to the conference. The Treasurer will send payment with the registration form for the early registration. If the applicant does not send the documentation to the Chapter Treasurer in time for the early registration, the scholarship will be void or the recipient will be responsible for the additional cost of registration. The scholarship will also be void if the recipient fails to send the registration to the Treasurer, the person sends in their registration too late to be accepted by the conference registration, or if the applicant's membership to NC EAPA has expired.

In the event of an unexpected emergency that prohibits the scholarship recipient from attending the world conference, the Vice President will contact EAPA to discuss either a transfer of the registration or a reimbursement of the registration costs to NC EAPA. In the event of a transfer of the registration, the Vice President will consult with the executive committee to choose another scholarship applicant who will be granted the registration. If there is no other available scholarship applicant, the board will vote to decide if the budget can accommodate sending a member of the board to the conference or if there will be a loss of the cost of the registration.

Scholarship for the Annual World Conference will be limited to a one time recipient. The scholarship will cover only the cost of the early conference registration. All travel, lodging and meal expenses will be the responsibility of the scholarship recipient. The application process will request all applicants to show the ability to pay for the additional costs to attend the conference.

Scholarship recipients will be responsible for representing the NC Chapter throughout the conference, including at the business and district meetings. Scholarship recipients will also report to the chapter information obtained at the conference.

**Application for Scholarship to the
Annual World Conference - Early Registration**

Name: _____ Date: _____

Address: _____

Employer: _____

Day Telephone: _____

EAPA Membership number: _____
How long have you been a member of NC EAPA? _____

Email address: _____

Are you a CEAP or in process of earning a CEAP? _____

Have you attended a World EAPA Conference in the past? _____
If so, when: _____

Scholarship includes only early registration to the Annual World EAPA Conference and anything included in that registration. It does not cover travel expenses, lodging or meals not covered by registration. Please estimate the additional costs to attend the conference:

Expected Cost of Travel: _____
Expected Cost of Hotel/accommodations: _____
Expected Cost of meals: _____
Additional expenses: _____

Will you receive additional assistance in paying for expenses? If so, who will assist you? _____

How will you pay for the additional expenses? _____

Please state financial need and reason for applying for a scholarship:

Please share how you will share your experience with the NC Chapter members:

_____ Article for website _____ report at next chapter meeting
_____ Photos for website _____ talking informally with members

Other: _____

Please send completed form to the Chapter Vice President