

MICHIGAN ASSOCIATION OF EQUALIZATION DIRECTORS



Application for an Educational Scholarship

Is this a Regular _____ OR a Contingent _____ Scholarship?

Name: _____ County: _____

Title: _____ E-mail address: _____

County Address: _____ Certification Level: _____

_____ Office Phone: _____ - _____ - _____

of Years of Experience: _____ # of Years in Position: _____

Is the Position Full Time: _____ Location of Course(s): _____

Class Sponsor: _____ Date(s) of Class: _____

Class Requested: _____

Class Fees: _____ Amount Requested: \$ _____

Employer/Employee Monetary Contribution: \$ _____

Is the class required for an increase in certification level? _____ Are you testing for this course? _____

(Please choose 1 of the following 3 Options) If the scholarship is approved, the check will be made out to the Class Sponsor _____, to the County Equalization Department _____ **OR** to the Individual _____ and **mailed to:** the recipient, at the county address provided above.

I have read the Michigan Association of Equalization Directors (MAED) Scholarship Guidelines and I understand that it is my obligation to complete the course and furnish a copy of my test results or certification of completion to the scholarship committee of the MAED.

Date Signature of Applicant

For MAED Use Only:

Please e-mail your completed scholarship application along with a copy of the Equalization Directors letter of confirmation and the published course to:

M.A.E.D. Scholarship Committee
Mellissa Hayduk, Chair
Equalization Director, Genesee County E-mail:
mhayduk@co.genesee.mi.us
Phone:(810) 257-2631

Date Received: _____ Information Complete: YES / NO
If NO: _____ Date to Committee: _____

Committee Recommendation: Approve: _____ Deny*: _____

*Reason: _____

MAED Meeting Date: _____ Board Action: Approve: _____ Deny*: _____
*Reason: _____

Date Treasurer Notified of Action: _____
Date Applicant Notified of Action: _____

Date Copy of Test Results/Certification of Completion Submitted: _____

Michigan Association of Equalization Directors

Scholarship Guidelines

- There will be two categories of scholarships: Regular Scholarships and Contingent Scholarships. Regular scholarships are limited to one per county per scholarship year**. Contingent scholarships will be awarded, with the remaining budgeted funds, on a first come, first served basis, for the current fiscal year, at the annual general meeting, after all regular scholarships have been awarded.
- The applicant must be a full-time employee of an Equalization Department that is a member in **good standing** with the M.A.E.D.,
- The applicant must be employed by an Equalization Department for a minimum of six months (exceptions may be made with a letter of explanation from the Equalization Department).
- The applicant or County must contribute some monetary value, (i.e. books, mileage, STC examination fee, etc.) towards the expense of the course being requested.
- Registration for conferences containing assessment/equalization related training is eligible for scholarships. Verification of attendance to the related training is required.
- If a scholarship is awarded, the check will be made out to the class sponsor, to the county equalization department or to the individual.
- An individual can only be granted one scholarship per scholarship year** not to exceed \$250.00.
- Scholarship fund applications must be filed with the M.A.E.D. Scholarship Committee Chair, prior to the course registration to be considered for the scholarship.
- The applicant shall furnish the M.A.E.D. Scholarship Committee a copy of their test results or certificate of completion. Should the applicant not pass an exam, he/she may not apply for another scholarship until documentation is provided, to the M.A.E.D., showing that the applicant has achieved a passing score for that class.
- Please, **submit** a letter of confirmation from the Applicant's County Equalization Director stating that, if the applicant is awarded this scholarship, the county or the applicant will be reimbursed for the payment that they already made OR that the County will not also be covering the amount awarded, payment depending on when the payment is/was due and how the applicant being certified will help the department.

If a course is cancelled, for any reason, at the date and location on the application, the recipient shall refund the scholarship money awarded and may reapply, just like anyone else, when the course is offered again.

These guidelines will be reviewed annually or on an as needed basis.

**The scholarship year is after the Annual General Meeting, usually in July, for the prior fiscal year thru the Annual General Meeting for the current fiscal year. The fiscal year is September 1st thru August 31st.

Scholarships are awarded on an individual basis. The scholarship committee reserves the right to waive any or all of the above requirements.

