



WASHINGTON YOUTH ACADEMY FOUNDATION

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Foundation Policy #2015-16

WASHINGTON YOUTH ACADEMY FOUNDATION SCHOLARSHIP PROGRAM FINANCIAL ASSISTANCE POLICY

- A. **PURPOSE:** It is the intent of the Washington Youth Academy Foundation (WYAF) to establish and maintain a program to support the continuing education and employment of Cadets who graduate from the Washington Youth Academy (WYA). This scholarship program will operate in concert with, but separate from, the scholarship program administered by the National Guard Youth Foundation (NGYF).
- B. **GUIDELINES:** This program of the Washington Youth Academy Foundation is based on the following:
1. Cadets who graduate from the WYA and remain in good standing based on the requirements of the Residential and/or Post-Residential Phase (with 5 years or less since commencement/graduation) will be eligible to apply for assistance to continue their education or pursue job training or job placement opportunities.
 2. The Post-Residential Phase requires Academy graduates to (1) maintain monthly contact with their assigned mentor and (2) maintain a productive placement; i.e. school, job, military, or volunteer work for each of the 12 months following commencement. Students who are meeting these criteria will be eligible to apply for assistance with priority consideration given to students who meet the full 12-month requirement.
 3. Continuing education, vocational training, or job placement include:
 - a) High School Completion Program (which may include internet-based courses); including college credits earned under Running Start (non State-funded costs); and college credits earned under the Washington Business Week orientation program.
 - b) Attendance at a four-year college; community college; trade, technical, or vocational school; or adult education classes.

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Supporting the Cadets of the Washington Youth Academy

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- c) Apprentice training programs through a trade union or similar organization.
 - d) Short specialized job training courses, i.e. retail clerk or highway flagger
- 4. Financial Assistance awarded by this program may be used to help pay for:
 - a) Tuition, books, room and board, student fees, or special course materials
 - b) Work-related uniforms/clothes, tools, or equipment for job placement
 - c) Other costs such as certification tests, entrance exams, etc. associated with job placement or school applications
- 5. Cadets who begin a program of continuing education may retain up to 5 years of eligibility for financial assistance. Personal circumstances/priorities may prevent a Cadet from continuing his/her education in the year following commencement and will not affect eligibility
- 6. The scholarship awards will be based on a competitive application process with priority given to Cadets in the Post-Residential Phase (Category I) followed by Category II, III, and IV applications, in that order.

C. FINANCIAL ASSISTANCE PROGRAM: Based on the above guidelines, the WYAF Financial Assistance Policy is established as follows:

1. There are four categories of financial assistance available to Cadets of the Washington Youth Academy. Cadets will apply and compete with other qualified applicants in accordance with the categories below:
 - a) Category I – Completed all State/District requirements for a High School diploma or earned their GED and is still in the Post- Residential Phase of the program
 - b) Category II – Successfully completed the requirements of the one-year Post-Residential Phase and earned their High School diploma or GED
 - c) Category III – Previously been awarded a WYAF scholarship (including category IV
 - d) Category IV – Successfully complete the requirements of the Post-Residential Phase, but delay continuing their education for up to 5 years after graduation
2. Cadets may submit up to 4 applications annually, with submission deadline dates on or before the last business day preceding February 20, May 20, August 20 & November 20. However, priority consideration will be given to first time applicants. NOTE – receipt of financial assistance one year does not guarantee subsequent applications will be approved. Each application is new and competes with the other applications received at that time. Employment Assistance Applications are accepted at any time.
3. Cadets may apply for WYAF financial assistance concurrently with the submission of their application to a school, training program, or specialized training course. However, WYAF financial assistance cannot be awarded until the Cadet has received written notice of acceptance from the school or employer and provided a copy to the Scholarship Program Committee.

4. Each Cadet is responsible for submitting a complete, timely, and accurate application. Applications that fail to meet these criteria will be returned without action.
5. Cadets applying for a Category III scholarship must have a minimum 2.0 cumulative GPA to include their WYA GPA and Post-Residential academic credits earned.
6. Financial assistance awards will be paid directly to the school as documented by the Cadet. Financial assistance awarded for employment-related uniforms/clothes, tools or equipment for job placement will be coordinated with the WYAF Treasurer.
7. Students who fail to complete school or maintain employment without reasonable justification may be required to repay any assistance awards paid on their behalf. Students who fail to complete school or maintain employment due to illness, accident, or other circumstance beyond their control will be eligible to re-apply for financial assistance.

D. PROGRAM MANAGEMENT:

1. Scholarship Applications may be submitted at any time. A Scholarship Review Committee will be established to review the applications and select the scholarship awardees. The Committee will be comprised of up to five members. A minimum quorum of three Board members is established for the scholarship review meetings. Awardees will be notified by the Scholarship Committee Chair.
2. The WYAF Board Chairman will appoint two Board members to serve as primary members on the Scholarship Committee, and one Foundation Board member to serve as an alternate.
3. Prior to the scheduled Scholarship Meeting, the committee chairperson/Board representative will meet with the WYAF Board Chair and Treasurer to determine a funding limit for that cycle. The Scholarship Committee selections will be passed to the WYAF Board Chair with a motion for Board approval. Upon Board approval the committee chair will make notifications to the awardee's.
4. The WYAF Board will work in concert with the staff of the Academy in establishing guidelines, marketing assistance opportunities to Cadets and their parents/guardians, developing application and selection procedures, and monitoring Cadet compliance and performance.
5. The number and amount of scholarships awarded each class cycle may vary and will be based on two factors— (1) the amount of funds available, and (2) the number of applications received. Priority will be given to Category I scholarship applications, followed by applications from Categories II, III, and IV, in that order.
6. A Scholarship Fund Account will be established within the Foundation General Fund and accounted for as a separate line item in the budget and quarterly Treasurer's Report. Scholarship funds not awarded due to a lack of qualified applications will be retained in the scholarship account.

7. Scholarships awarded using funds provided by the National Foundation must be documented using the NGYF Scholarship Accountability Information form. Members of the Academy staff, with input by Foundation Board, will complete the form and return it to the NGYF within the established timeframe. **NOTE: failure to submit these forms could impact future scholarship funding from NGYF.**

E. APPLICATION PROCEDURES:

1. Application information and forms may be obtained from the Academy staff, the Academy website (<http://www.ngycp.org/site/state/wa/>); or the Foundation website (<http://www.WYAFoundation.com>). Applications should be submitted on-line at the addresses indicated on the form. If a student is unable to submit an on-line application, hard-copy applications will also be accepted and should be mailed to the Washington Youth Academy at 1207 Carver St, Bremerton WA 98312 (ATTN: Recruiting/Placement Mentor Coordinator).
2. The applications must be completely filled out and submitted with any required supporting documentation; incomplete applications will not be considered. Applications received after the deadline for the review meetings will be held and reviewed at the next meeting unless special circumstances dictate an expedited review.
3. Required support documents typically include grade transcripts, applicant essays letters of reference or recommendation; letters confirming acceptance into school, selection for employment, or job training, etc. as reflected in the Application Checklist. RPM and/or Academy Staff may attach additional recommendations or comments.
4. Some Category III and IV applications may require additional information and the Scholarship Committee may elect to conduct a telephone or personal interview of the applicant.

- F. STATEMENT OF INTENT: Any specific requirement or provision of this policy document can be waived by a majority vote of the WYAF Board of Directors when deemed to be in the best interest of the scholarship program and to help a deserving applicant qualify for a scholarship.

Approved: December 3, 2015

Joe Huden
Board Chair

Rene Savage
Secretary