

ASQ SECTION 1406 (CENTRAL TEXAS)

SECTION EDUCATIONAL ASSISTANCE PROGRAM

PURPOSE: To provide monetary scholarships to deserving members of the Central Texas Section of ASQ (Section 1406) to assist with Certification and Re-Certification education.

GUIDELINES: The following guidelines must be followed in order to receive the Section Educational Assistance.

- 1) Assistance must be for taking an educational course or refresher course (either on-line or in person) for Certification and/or Re-Certification purposes. Self-Study materials cannot be reimbursed because the Board cannot determine if satisfactory completion is accomplished.
- 2) The applicant must apply for the assistance prior to taking the course and approval must be received from the Section 1406 Board prior to commencing the course work.
- 3) Reimbursement of the Course, subject to limitations noted below, will take place after satisfactory completion and expense receipts are presented to the Section 1406 Board.
- 4) The applicant must be a member of the Central Texas Section 1406 of ASQ. Associate Members of ASQ who are NOT regular members of the local Section 1406 are NOT eligible. All Regular, Senior, and Fellow members of the local ASQ Section 1406 are eligible. Associates can be eligible if they have joined the local Section 1406 and paid the local Section Dues through ASQ Headquarters.
- 5) The applicant must have attended a minimum of 2 meetings in the previous 12 months (typically at least 25% of the meetings since there are 7 to 8 per year – allowances will be made if fewer meetings are held) OR be a Committee Chair OR Officer Volunteer (Section Chair, Vice-Chair, Chair-elect, Secretary, Treasurer, Membership Chair or Certification Chair) currently or during the previous 12 months.
- 6) Maximum reimbursement amount will be \$200 per applicant per ASQ year (July 1 to June 30) with a maximum of \$1000 award from the Section to all applicants within any 12 month operating period (July 1 to June 30).
- 7) Maximum reimbursement amount will be no more than 50% of the cost of the course. If the cost of the course is greater than \$400, then reimbursement is limited to \$200. If the cost of the course is less than \$400, then the reimbursement will be 50% of the course cost.
- 8) Applicant must show that that have requested and been turned down for full assistance from an employer first or they must be self-employed or unemployed to receive this assistance. Assistance will NOT be provided if employers will provide full reimbursement. Assistance will be provided if an employer will only pay for a portion of a course, however. At that time assistance will be limited to the above dollar limits after taking into account the employer assistance amount and not the full costs involved in a course.

APPLICATION PROCEDURE: The following Procedure must be followed by the applicant to receive assistance.

- 1) Applicant obtains application from Section Chair or Vice-Chair/Chair-Elect
- 2) Applicant completes application in entirety with necessary documentation (see Application for documentation required) and submits to Section Chair or Vice-Chair/Chair-Elect
- 3) The Board for ASQ Section 1406 will meet and review application and verify status of membership and attendance. Approval or Disapproval will be given to applicant in writing. If the assistance is NOT approved, a reason or reasons will be provided to the applicant. The Board will provide an answer to the applicant within 30 days of receiving the application.
- 4) Applicant will register and take course if approved.
- 5) After satisfactory completion of the course, the applicant will provided proper documentation to the ASQ Section 1406 Board for reimbursement per dollar limitations under Guidelines above. The Board will provide reimbursement 30 to 45 days after receiving proper documentation for reimbursement. Necessary documents are listed on the Application.

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SECTION EDUCATIONAL ASSISTANCE PROGRAM APPLICATION

Member Name: _____ Member Number _____

Address: _____ Company: _____

City: _____ State: ____ Zip: _____

Course Title: _____

Course Location: _____

Dates of Course: _____ Today's Date: _____

Amount of Assistance Requested (Maximum is \$200 per year per person or 50% of the cost of a course – whichever is less): _____

Reason for Requesting Assistance: _____

Documentation Need prior to approving assistance – please provide with application:

- Course Description from course provider showing dates, location, instructor, and a short description.
- Cost of Course from course provider.
- Letter or e-mails from employer showing request for assistance being denied in part or whole. If denied in part, details showing how much employer will reimburse. If self-employed or unemployed submit documentation showing such.
- Meeting attendance documents – usually copies of signed newsletters announcing meeting. We typically hold 7 to 8 meetings per year – so you will need to have attended a minimum of 2 meetings in typical year. Allowances will be made for years where fewer meetings are held. We need documentation showing 25% attendance at meetings.

Section to be Completed by BOARD:

Meets Membership Requirements - YES () NO ()

Meets Meeting Attendance or Volunteer Requirements - YES () NO ()

Meets Requirements for Annual Limits and Previous Reimbursements - YES () NO ()

Approved ____ If Approved – Amount Approved \$_____ (this amount may change IF actual costs and invoices differ when final documentation is submitted)

Denied ____ If Denied – Reason: _____

Signed (Section Chair): _____ Date: _____

Documentation Need AFTER Completion of course – please provide with copy of approved application when course is complete:

- Copy of Course Certificate or grade sheet showing satisfactory completion of course
- Copies of invoices paid or statements showing payment for course