

# TWU Local 556

## Scholarship Program Handbook

*Governance Guidelines & Scholarship Program*



## **Table of Contents**

- I. Program Purpose
- II. Scholarship Awards
- III. Eligibility Requirements
- IV. Multi-Year Scholarship Continuation
- V. Application Requirements
- VI. Application Timeline
- VII. Selection & Scoring
- VIII. Award Disbursement
- IX. Record Retention
- X. Non-Discrimination

## **I. Program Purpose**

The TWU Local 556 Scholarship Program supports the educational advancement of eligible members and their dependents by providing financial assistance toward post-secondary education at accredited institutions.

## **II. Scholarship Awards**

- Four (4) One-Time Scholarships – \$2,500 each
- One (1) Multi-Year Scholarship – \$5,000 total (\$1,250 per year for up to four consecutive years)

## **III. Eligibility Requirements**

### **A. Union Affiliation & Dependent Definition**

Applicants must be:

- An active member in good standing of TWU Local 556, OR
- A qualifying dependent of an active member in good standing, as defined by current TWU Local 556 contract language.

For purposes of this Scholarship Program, 'dependent' shall be defined in accordance with the current Collective Bargaining Agreement (CBA), which states:

'Members of the immediate family shall consist of: Son, Daughter, Stepchildren, Grandchildren, and Committed Partner's Children.'

Eligibility determinations shall be made consistent with the contract language in effect at the time of application.

In the event the Collective Bargaining Agreement is amended, the scholarship eligibility definition of 'dependent' shall automatically reflect the most current contract language without requiring amendment to this handbook.

**Documentation verifying relationship status may be required.**

### **B. Accredited Institution Requirement**

Applicants must attend or be accepted to an accredited college or university within the United States or its territories.

Programs must lead to a degree or recognized academic credential.

**TWU Local 556 reserves the right to verify institutional accreditation and program eligibility.**

### **C. Enrollment Status**

Applicants must be currently enrolled or accepted into a degree, certification, or licensed program.

### **D. Academic Standing**

Applicants must maintain a minimum cumulative GPA of 2.0.

## **IV. Multi-Year Scholarship Continuation**

Recipients of the multi-year scholarship must maintain continuous enrollment and a minimum cumulative GPA of 2.5.

Recipients must submit annual documentation verifying academic progress and continued eligibility.

**Failure to meet continuation requirements may result in forfeiture of remaining scholarship funds.**

## **V. Application Requirements**

- Completed application form
- Proof of enrollment or acceptance
- Most recent transcript
- Three (3) required essays

## **VI. Application Timeline**

Scholarship applications will be open for a minimum period of forty-five (45) days, beginning in either April or May, as determined annually by TWU Local 556.

Following the close of the application period:

- Applications will be reviewed during the designated review period
- Recipients will be notified by the end of July
- Scholarship funds will be disbursed for the Fall academic term

## **VII. Selection & Scoring (100 Points Total)**

- Academic Achievement (GPA) – 20 points
- Essay 1 – 15 points
- Essay 2 – 15 points
- Essay 3 – 15 points
- Leadership/Community Involvement – 15 points
- Application Completeness – 10 points

## **VIII. Award Disbursement**

Scholarship funds will be issued directly to the recipient's educational institution.

Funds may be used for qualified educational expenses, including tuition, fees, and required materials.

## **IX. Record Retention**

All scholarship applications, scoring materials, and related records shall be retained for a minimum of three (3) years.

Records shall be maintained in accordance with TWU Local 556 policies and applicable legal requirements.

## **X. Non-Discrimination**

Scholarships are awarded without regard to race, religion, gender, sexual orientation, national origin, disability, age or socio-economic status.

All scholarship decisions made by TWU Local 556 are FINAL.