MEMBER SCHOLARSHIP APPLICATION INSTRUCTIONS

Eligibility to Apply for this Scholarship:

An applicant must have been an AUID member for a minimum of two years and be seeking financial assistance in pursuit of professional development. Examples of this include, but are not limited to, NCIDQ certification, LEED accreditation, NCARB Testing, pursuits of graduate degrees, professional training, etc. Funding for certification tests, such as NCIDQ, LEED, NCARB, and alike will only be issued once. Members are eligible to apply for one scholarship, up to $1,000, every two fiscal years (July 1-June 30).

A scholarship can be awarded to a member for past professional development paid for by the AUID member if the application is received within one calendar year of the event. The AUID member must provide receipts along with the submission documents noted above.

Procedures:

An applicant must submit ALL of the following to the Scholarship Committee chairperson for the application to be considered. An application that is missing any of these documents will not be considered.

1. **Cover Letter:** Introducing yourself, indicating what the scholarship will be used for, and a total amount requested.
2. **Resume:** Listing education, work experience, honors/awards, extracurricular activities, organizational memberships and positions held, and any other pertinent information.
3. **300 word essay/personal statement:** Detailing how this scholarship will help augment your career goals.

Application Timeline:

Initial entries will be accepted beginning **July 1, 2019.** Applications will be accepted on a rolling basis year-round.

Review and Award:

The AUID Scholarship Committee will be responsible for reviewing and awarding based on merit of the submissions from each applicant. Admissions will be reviewed on a first come, first serve basis.
Once all yearly allocated funding is utilized, a mass member-wide communication will be sent out closing the application window until the next fiscal year.

**Recipient Notification and Disbursement of Award Funds:**

The Scholarship Committee chairperson will contact the selected applicants by phone or email no later than one month after applicant submission noting if they are awarded or denied scholarship. A member must utilize the scholarship within **one calendar year** of disbursement of the scholarship funds. For verification, the AUID member must send receipts electronically or by mail to the AUID Scholarship Committee chairperson within one year of disbursement. Personal information can be removed/masked from view upon submission.

Inquiries and applications may be sent via **e-mail or postal mail** and should be directed to:

Whitney Brock  
AUID Scholarship Committee Chair  
Auburn University  
Office of the University Architect  
1161 West Samford Avenue  
Auburn, Alabama 36849  
Phone: (334) 740-7103  
Email: whitneybrock@auburn.edu

Note: If sending e-mail, please send electronic documents in PDF form.

Disclaimer: This is a pilot program that is under review by the AUID Membership Scholarship Sub-Committee. The Sub-Committee holds the right to modify the AUID Membership Scholarship Application Instructions at any time for clarification as well as on an annual basis for modifications with AUID Board approval.