



**INDEPENDENT
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The IPSSA Education Fund: Advancing Professional Training and Education in the Swimming Pool and Spa Industry

Procedure

The Education Fund Committee meetings will be held quarterly in January, April, July, and October. Scholarships will be awarded on a quarterly basis.

Applications for scholarships must be submitted within ninety (90) days of completion of the class/course. *If application is received after (90) days, it will be returned.*

An automated response is generated which confirms receipt of the application and states that the application will be reviewed within five (5) business days.

The Staff reviews the application for completeness within five (5) business days. The applicant is notified that either:

- a. The application has been forwarded to the Committee for review prior to or during the next scheduled meeting; or
- b. The application is incomplete and lists the deficiencies. The application must be resubmitted prior to the last date that falls within the specified deadlines to be considered by the Committee during the next scheduled meeting.

The Staff submits the completed application to the Committee for review.

The Committee reviews the application for eligibility and renders a decision of either approval or denial.

If the application is approved, the Committee determines the amount of the scholarship. The Committee forwards the approved application to the Staff to process the scholarship check. The Staff notifies the applicant of the approval of the application and the date the scholarship check will be Issued.

If the application is denied, the reasons for denial are submitted with the application to the Staff. The Staff notifies the applicant of denial and specifies the reason(s) for the denial. If the applicant disputes the decision, the applicant must submit supporting documentation to the Staff and request a reconsideration by the Committee within 30 days of the decision. The decision of the Committee is final.