

BOMA/Chicago Foundation Single Course Scholarship Application & Scholarship Guidelines



PURPOSE

The purpose of the BOMA/Chicago Foundation Scholarship program is to provide professional development and educational opportunities, through financial assistance on a need basis, to individuals who may not otherwise be able to attend individual, locally offered Real Property Administrator (RPA) and Facilities Management Administrator (FMA) courses to further develop their career potential in commercial real estate.

SINGLE COURSE SCHOLARSHIP ADMINISTRATION

The BOMA/Chicago Foundation considers the scholarship recommendations of the BOMA/Chicago Education Committee and has the complete and final authority to confer or revoke all scholarships it awards. Each application will be reviewed, voted upon and approved by the BOMA/Chicago Foundation Scholarship Committee.

ELIGIBILITY REQUIREMENTS

1. Must be at least 21 years old.
2. Have at least five years of commercial real estate experience. **No college degree or transcript is required.**
3. Completion of the Scholarship Application form, with its requested attachments received by the deadline – **a minimum of two months in advance of the start date of the course for which the applicant is requesting scholarship funds.** The necessary or requested attachments are:
 - a. **Personal Statement of Financial Need:** An explanation of personal financial status which indicates need for scholarship assistance to complete the designation course.
 - b. **Verification of Financial Need from Employer:** The documentation that the employer will not pay or reimburse the costs of applicant's tuition for more than one designation course per year.
 - c. **Personal Statement of Intent and Objectives:** A statement of purpose and intent stating career objectives and any other information such as community service, leadership activities, etc. which would aid the Scholarship Committee in the scholarship award or decision-making process.
 - d. **Work Experience:** Verify work experience in commercial real estate by submitting a copy of most recent resume.
 - e. **References:** Two letters of reference, one from applicant's supervisor and one from a business, professional or educational source.
4. Completion of a structured interview with the Scholarship Committee as scheduled by the Committee.

ELIGIBILITY FOR MORE THAN ONE DESIGNATION COURSE SCHOLARSHIP

A scholarship recipient who successfully completes a designation course paid by scholarship funds may choose to apply for **up to three single course scholarships at a rate of one course per calendar year.** To apply for a second and/or third scholarship, the applicant must submit updated versions of the documents listed under "Eligibility Requirements" and a copy of the letter confirming his/her grade in the previously funded designation course by the application deadline as determined by the Scholarship Committee. (Please note: 'official' written designation course grades may not be received by students until three to four weeks after exam completion. Consequently, scholarships are not approved for consecutive courses.)

The Scholarship Committee will notify applicants applying for a second scholarship if a second interview will be required. A third application requires resubmission of updated application documents, verification that the student successfully completed both of the previous courses paid by scholarship funds and an interview will be required. The awarding of a third scholarship will occur only with the unanimous approval by all members of the Education Committee and Foundation.

REMINDER: Each applicant can only be awarded one course scholarship per calendar year with a maximum award of three course scholarships per individual.

APPLICATION PROCEDURES

Information supplied in this application will be used to evaluate the applicant's qualifications for a BOMA/Chicago Foundation Scholarship. The scholarship is awarded primarily on a basis of financial need and the potential for contribution to the commercial real estate industry. The eligibility requirements presented above will be strictly adhered to. All requested information must be provided. All applications will be held in strictest confidence.

APPLICATION DEADLINES & ONLINE FORM PROCESS

Scholarship applications are due a **minimum of two months in advance of the start date of the course** for which the applicant is requesting scholarship funds. This application is the Word document format of the [mandatory online application](#) you must submit in order to be considered for this scholarship. You can access the online application form [by clicking here](#). The online application form follows the exact application outlined below. You can (and must) attach all necessary documents to this online form. You will receive an email confirmation once you submit your online scholarship form.

Before submitting your [online application](#), we suggest that you:

1. Answer all questions in the Word document application and spell-check your answers. You can then easily copy and paste your information.
2. Have all of your attachments ready. All attachments within the application are marked with an asterisk (*).

Applicants whose application and references indicate that their submission is consistent with the scholarship criteria will be invited to interview with the Scholarship Committee. The scholarship awardees will be notified by mail or electronically of the BOMA/Chicago Foundation's decision.

REQUIREMENTS FOR MAINTAINING SCHOLARSHIP ELIGIBILITY

1. The scholarship recipient must complete enrollment in his/her course within the same calendar year of the scholarship award.
2. Should the recipient not pass a course funded by the scholarship, the recipient will be responsible for all costs associated with reexamination. (Recipients must pass all preceding courses and subsequent courses.)
3. The recipient agrees to reimburse the BOMA/Chicago Foundation for any funds that are subsequently reimbursed by his/her employer.
4. If a previous Single Course recipient applies for another scholarship, this recipient must have passed the exam for the previous class for which she/he received the Single Course Scholarship for.

If the above requirements are not met by the recipient or scholarship awardee or if inaccurate/false information is given, the BOMA/Chicago Foundation reserves the right to revoke the recipient's scholarship and award the scholarship to a different applicant and to disallow further application submissions from this applicant.

TWO REFERENCES REQUIRED

The **two references** for each applicant must also be [filled out online](#). Please direct your references [to this website](#) to complete the online reference form at least two months in advance of the start date of the course for which the applicant is requesting scholarship funds. The reference form is located on pages 7 and 8 of this document. After each reference completes the online reference form, s/he will receive an email confirmation.

BOMA/CHICAGO CONTACT INFORMATION

If you have any questions regarding the Single Course Scholarship or the application, please contact:

Jaclynne Madden
(312) 870-9608
jmadden@bomachicago.org

BOMA/Chicago Foundation Single Course Scholarship Application Form



ONLINE FORM REMINDER

This application is the Word document format of the [mandatory online application](#) you must submit in order to be considered for the Single Course Scholarship. Scholarship applications are due a **minimum of two months in advance of the start date of the course for which the applicant is requesting scholarship funds**. You can access the online application form [by clicking here](#). The online application form follows the exact application outlined below. You can (and must) attach all necessary documents to this online form. You will receive an email confirmation once you submit your online scholarship form.

PERSONAL DETAILS

Full Name:
Email Address:
Are you at least 21 years of age? (Yes or No)
Home Address:
City:
State:
Zip:
Phone Number:

EDUCATION INFORMATION

College/Institution Name:
Dates Attended (From MM/YYYY) - To (MM/YYYY):
Major Field of Study:
Degree/Diploma Awarded (Name of Program):
Date Degree/Diploma Awarded (MM/YYYY):
Grade Point Average (GPA):
Describe Courses and Seminars Completed (including RPA/FMA and other industry courses) in 200 words or less:

WORK EXPERIENCE *(Most recent 10 years or the last three employers)*

Updated Resume

*Please attach your most recent resume (attachment option will be available on online form)

Current Employment

Current Position/Job Title:
Summary of Position/Job Duties (100 words or less):
*Please Attach Official Job Description (attachment option will be available on online form)
Current Employer's Name:
Current Employer's Address:
Dates Employed (From MM/YYYY) - To (MM/YYYY):
Supervisor's Name:
Supervisor's Email:
Supervisor's Phone Number:
Your Salary Range (please choose one):

- Under \$25K
- \$25,001 - \$34,999

- \$35K – 44,999
- \$45K – 54,999
- \$55K – 64,900
- \$65K – 74,900
- \$75K – 84,999
- Over \$85K

Former Employment 1

Former Position/Job Title:

Summary of Position/Job Duties (100 words or less):

Former Employer's Name:

Dates Employed (From MM/YYYY) - To (MM/YYYY):

Supervisor's Name:

Supervisor's Email:

Supervisor's Phone Number:

Salary Range:

- Under \$25K
- \$25,001 - \$34,999
- \$35K – 44,999
- \$45K – 54,999
- \$55K – 64,900
- \$65K – 74,900
- \$75K – 84,999
- Over \$85K

Former Employment 2

Former Position/Job Title:

Summary of Position/Job Duties (100 words or less):

Former Employer's Name:

Dates Employed (From MM/YYYY) - To (MM/YYYY):

Supervisor's Name:

Supervisor's Email:

Supervisor's Phone Number:

Salary Range:

- Under \$25K
- \$25,001 - \$34,999
- \$35K – 44,999
- \$45K – 54,999
- \$55K – 64,900
- \$65K – 74,900
- \$75K – 84,999
- Over \$85K

BOMA/CHICAGO INVOLVEMENT *(Most recent 5 years)*

Name of Committee:

Dates of Service on Committee (From MM/YYYY) - To (MM/YYYY):

Describe Your Role/Duties on Committee in 100 words or less:

COMMUNITY SERVICE & VOLUNTEERING *(Most recent 5 years)*

Name of Organization:

Dates of Service (From MM/YYYY) - To (MM/YYYY):

Describe your involvement in 100 words or less:

PERSONAL STATEMENT PART 1: Financial Need

Provide an explanation of your financial need for this scholarship. Relevant information may include salary limitations, living expenses, financial obligations, etc. Please answer this question in 400 words or less.

PERSONAL STATEMENT PART 2: Intent and Objectives

Describe your immediate career goals and where you see yourself in five to ten years. Please answer this question in 400 words or less.

PERSONAL STATEMENT PART 3: Accomplishments, Contributions and Leadership in CRE Role

Please describe all of the contributions you have made in your current and former CRE roles and provide specific examples. You can submit up to four attachments (such as photos, documents, letters, survey results, etc.) that showcase your work and accomplishments. Please also provide examples of where you have displayed leadership. Please answer this question in 600 words or less.

ACTIVITIES AND ACHIEVEMENTS

List and describe activities and honors you have received in 300 words or less. In this section, you can discuss community service, extracurricular leadership activities, etc.

FINANCIAL NEED & EMPLOYER VERIFICATION

Does your current employer pay or reimburse you for more than one RPA/FMA designation class each calendar year? If the answer is yes, you are not eligible for this scholarship. If your employer pays for zero or one class per calendar year, you are eligible. (Yes or No)

*Attach your company's policy that supports your answer to the question above. A letter (signed and dated) from an immediate supervisor on company letterhead is acceptable. (Attachment option will be available on online form.)

CERTIFICATION

By checking the below box titled, "I certify this application," I am stating that the information on this form is complete and accurate. If requested by a designated member of the Scholarship Committee, the undersigned agrees to provide supporting documents to verify the information in this application. The undersigned further agrees to indemnify and hold harmless BOMA/Chicago, its directors, officers, employees, agents and Committee members from any and all claims arising out of the application, selection or participation in this scholarship program. The undersigned also authorizes and consents to the Scholarship Committee contacting those persons or institutions listed on this application and its attachments for purposes of verification of the information contained herein.

I certify this application (box will be on online form):

E-signature (type in name):

Date:

BOMA/Chicago Foundation Single Course Scholarship Reference Form (Three Needed)



Online Form Submission

References MUST submit this reference form online in order for the scholarship applicant to be considered. Please [visit this link](#) to access the online reference form. Two references are needed for the Single Course Scholarship.

Referee Information

Referee's Name:
Referee's Title:
Referee's Company:
Referee's Email:
Referee's Phone:

Referee Relation to Applicant

Who is your BOMA/Chicago Scholarship reference for (type name of scholarship applicant)?

What is your relation to the scholarship applicant? Please check only one of the following:

- Supervisor (Current)
- Supervisor (Former)
- Supervisor (General)
- Business Colleague
- Professional Association/Affiliation
- Educational Colleague
- Personal (Family Member Excluded)
- Other, please specify:

How long have you personally known the scholarship applicant?
_____ years

Is the applicant currently actively employed in the Commercial Real Estate industry? (Yes or No)

Applicant Questions & Rating

In 500 words or less, please explain why you recommend this applicant for the BOMA/Chicago Foundation Single Course Scholarship. If you worked directly with the applicant, please describe the day-to-day duties of the applicant (when you worked together) and discuss a time the applicant showed leadership and/or excelled at a project.

Rate the applicant on each of the questions below using a scale of one (1) to ten (10), 1 being a poor or low rating and 10 being an outstanding or high rating.

QUESTIONS	1=Lowest				5&6=Average					10=Highest
	1	2	3	4	5	6	7	8	9	10
Does the applicant exhibit the ability to work well with others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant exhibit a definite professional commitment to a career in commercial real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have the capacity to successfully complete an RPA/FMA or commercial real estate course of study?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have the capacity to successfully complete the RPA/FMA or commercial real estate course for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would the applicant thrive and benefit from the classroom experience involved in taking the course for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using the applicant's personal character as the basis for your thoughts, how would you rate his/her potential for success in commercial real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on the applicant's work experience and involvement in the field, how would you rate his/her potential (future) contribution to the commercial real estate field?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on your understanding of the applicant's financial needs, please indicate the extent to which the applicant has a genuine financial need to receive the BOMA/Chicago Scholarship for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Certification of Information

By checking the below box titled, "I certify this application," I am stating that the information on this form is complete and accurate. If requested by a designated member of the BOMA/Chicago Scholarship Committee, the undersigned agrees to provide supporting documents to verify the information in this application.

I certify this application (box will be on online form):

E-signature (type in name):

Date:

May BOMA/Chicago contact you to discuss this scholarship application? (Yes or No)