



LTCFA SCHOLARSHIP GUIDELINES

February 28, 2022

1. **POLICY:** The Board of Long Term Care Finance Association (LTCFA) will award three or more total amount of scholarships each calendar year. The total amount will be voted on by the Board between January and March of each calendar year. Scholarship applications will be reviewed between March and June of each calendar Year. All scholarships will be awarded and distributed in September each calendar year.
2. **ELIGIBILITY.**
 - a. Applicant must be employed in a Massachusetts long-term care facility.
 - b. Applicant may only receive one scholarship award per calendar year.
3. **APPROVED EDUCATION PROGRAMS**
 - a. Course or course of study must relate to the long-term care industry.
 - b. Course or courses of study may be a formal accredited or certificate program, but must may not be CEU program.
 - c. All individuals working in long term care regardless of current position are encouraged to apply. Individuals taking courses related to long term care financial or clinical education are particularly encouraged to apply.
4. **APPLICATION PROCESS.**
 - a. A copy of the scholarship application may be downloaded from our website www.LTCFA.org. Additional applications can be obtained by contacting the LTCFA office by phone (617-467-5210 or emailing support@ltcfa.org).
 - b. The application and supporting documents: admission, letter, current CEUs and grades will be reviewed by the Board of Directors of LTCFA or committee designated by the Board of Directors of LTCFA.
 - c. Submit an essay narrating why you should receive this scholarship.
 - d. Applications may be submitted at any time prior to the deadline. The deadline is June 30, 2022.
5. **ISSUANCE OF SCHOLARSHIP**
 - a. The Board will announce the scholarship award(s) and issue checks in person or by mail if necessary. All disbursements are intended to support the educational endeavors of the applicant and should not be used for any other purpose.
 - b. Members of the Board of Directors and immediate family members are not eligible for scholarship awards.
 - c. As of the date of this guideline, up to three of the highest voted applicants may receive up to \$1,000.00.