Columbia College

Corporate Scholarship Committee Terms of Reference

Committee Nominations:	Scholarship Committee will consist of no more than 3 members any given year
	Nominations will be requested as required, or when a current member resigns
Committee Obligations	Applications will be submitted to Nola or designate twice a year, June & December
	Scholarship Committee will review applications semi annually July and January each year
	Scholarship Committee will appoint a "Communicator" to all applicants
	Scholarship Communicator will call Committee meetings. If no applicants, Communicator will notify committee as well, no meeting necessary
	Scholarship recipients will receive a Tax slip, Communicator will notify Accounting of such
Scholarship Rules	Did the applicant submit a formal application with all documents included
	Is the course/program considered suitable to enhance college vision or program development?
	Are the fees reasonable for industry standards?
	Is this training that is otherwise required for the position?
	Has the employee agreed to remain employed by the college if support received?
	What % does the committee support for the applicant?

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