



BRANDERMILL WOODS POLICIES & PROCEDURES

Function: Brandermill Woods Foundation Scholarship
Department: Foundation
Date: January 2008
Revised: October 20, 2021; April 12, 2024; July 1, 2025
Authorized by: Kristen Moore

POLICY

Provide financial assistance to employees of Brandermill Woods Retirement Community to further their education, whether it is course work in college, high school, technical school, or job-related training. The Scholarship Application, Scholarship Applicant Evaluation, Scholarship Interview Questions and Scholarship Application Rating Form are included in this policy.

PROCEDURES:

Eligibility

All applicants must have completed no less than any 12 months of total service from the due date of the application. The scholarship is open to all eligible full-time and part-time employees without regard to sex, race, religion, age, nationality, or disability. Individuals at the executive level and department directors are not eligible for the scholarship.

Application

Employees must complete the scholarship application and submit it to the Human Resources Director at Brandermill Woods by the date specified in the announcement. An online application through www.brandermillwoods.com/foundation is preferred. The Foundation scholarship committee will choose the recipient(s) of the scholarship. The applicant may be required to appear for an interview. The scholarship will be awarded at a Brandermill Woods Foundation function. It may be expected that all applicants be present.

Qualifications

Applicants will be reviewed based on criteria including good work performance and attendance, Director's, or Supervisor's report (to be turned directly into the Human Resources Director) and an explanation of why the scholarship is important to the applicant. Employees may review the Scholarship Interview Questions attached to this document.

Verification of Enrollment and Course Completion

Each applicant must provide The Foundation with verification of enrollment (i.e., letter of

acceptance, school transcript) in an accredited institution of learning and proof (i.e., receipts) of the educational use intended for the award. The term “educational” means any course taken at an accredited institution to reach the GED or higher level of education, or to gain advancement to a position with the employer for which the applicant has a reasonable expectation of achieving. The costs covered under this plan may include those of tools or supplies purchased by the participant, but not those of meals, lodging or transportation incurred by a participant incidental to the course.

The term “accredited institution” means any college or university, state approved GED program, high school or state approved vocational, technical school or professional certification, the primary function of which is formal instruction. Said accredited institution must employ a regular faculty teaching established curricula. It must have an enrolled body of students in attendance at the site of its educational activities.

Winners must start using the Scholarship funds within one year of receiving the scholarship. Scholarship funds not used for the purpose intended may result in a demand for the return of the funds or employment disciplinary action. If the scholarship recipient is unable to attend classes or withdraws and a refund is due, the refund must be returned to The Foundation. When the employee begins classes again, the balance of the refund will be issued to the employee with the same restrictions.

Reissuance of the scholarship fund in the above situation will occur only if the original withdrawal was for an extenuating circumstance that was approved by The Foundation. If The Foundation does not approve the withdrawal, the employee will not be eligible for another scholarship for one year. Any misconduct resulting in the termination of employment may require the forfeiture of any unused scholarship funds.

Foundation Scholarship Committee

The Foundation Scholarship Committee consists of Board members appointed by the President and may include members of the community if an additional employee scholarship funded by individuals or organizations other than the Foundation is to be awarded. The Chairman of the committee will provide instructions on when and how the committee will evaluate the applications.

They will review all applications and may interview all applicants.

Resident Donations

Residents or their trustees who donate funds for an additional scholarship will be invited to be a member of the Foundation Scholarship Committee to give input, but not to vote, on their scholarship. Anonymity will be preserved if requested. Residents donating funds will be encouraged to detail their wishes in a letter to the Foundation.

Award

The winner(s) of the scholarship(s) will be honored at a Brandermill Woods Foundation event. All applicants may be required to attend the event. Residents or Trustees who provide additional

scholarships will be invited to present the scholarship to the winner at the Foundation event. The award event may be videoed for playback on BWTV.



Scholarship Application Form

Thank you for your interest in the Scholarship Program of Brandermill Woods Foundation, Inc.; 14311 Brandermill Woods Trail: Midlothian, VA 23112. Our vision is to provide educational assistance to students who show leadership qualities and are role models to their peers.

Please complete the following application on-line or mail it to The Foundation at the above address.

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

EDUCATION INFORMATION

Name of high school: _____

Date of graduation or education level completed:

Name of proposed educational institution:

Anticipated date of graduation from this institution: _____

If a certificate program, please list the cost: \$_____

Degree pursued or vocational or technical courses you have taken or are currently taking:

ACTIVITIES/HONORS/AWARDS

List the most important clubs, sports, or activities in which you have participated and the most significant honors/awards you have received.

Sport/Club/Activity	Office(s) Held	Honors/Awards
_____	_____	_____
_____	_____	_____
_____	_____	_____

List your organizational memberships or volunteer work.

Why do you feel you deserve to receive a Brandermill Woods scholarship?

What are your career plans?

Please share the moment, accomplishment, or activity about which you are most proud.

If a co-worker, boss, or resident described your contributions to Brandermill Woods, what would he or she say?

What would you like to do when you have reached your educational goals?

If applicable, what continuing education course(s) do you plan to take? _____

Intended major or degree:

PERSONAL ESSAY

On a separate sheet of paper, write/type an essay answering one of the following questions. Include your name and the essay question you are answering on the essay and include it with the application.

1. Describe your most significant accomplishment and why you consider it significant.
2. How would your family/friends best describe you?
3. How can the community better help aging residents?
4. How can people become better educated about the aging process?
5. What have you learned at Brandermill Woods that will help you in the future?

By signing this application, I certify that the information provided is true and accurate.

Signature: _____ Date: _____

*The scholarship is open to all eligible full-time and part-time employees of
Brandermill Woods
without regard to sex, race, religion, age, nationality, or disability.*

Please return your completed application to:

Nikki Nunn
c/o Brandermill Woods Foundation, Inc.
2100 Brandermill Parkway
Midlothian, VA 23112

Be sure to request a report from your Supervisor or Director to be turned directly
into Nikki.

SCHOLARSHIP INTERVIEW QUESTIONS

Interview only occurs if requested by the Scholarship Committee

- How do you plan to use this scholarship?
- Tell us what your career plans are? Where do you see yourself in five years?
- What are your plans for schooling if you do not receive the scholarship?
- Are you involved in any community activities? How do you usually spend your free time?
- What are your responsibilities at home?
- What kind of financial support for your schooling do you expect to receive from your family, grants, or other scholarships?
- Please share the moment, accomplishment, or activity for which you are most proud.
- Name the person(s) who has had the greatest influence on you.
- Look out the window of your house or another building. What would you change about what you see?

Scholarship Application Rating Form

Applicant Name:

Rate applicant on the following areas. (5 is the highest score)

Application Form:

Completeness	1	2	3	4	5
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Details of Responses	1	2	3	4	5
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Essay Content:

Completeness	1	2	3	4	5
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Grammar	1	2	3	4	5
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Creativity	1	2	3	4	5
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Department Head/Supervisor Report	1	2	3	4	5
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Additional Notes: _____

Amount of proposed scholarship: _____

Scholarship Approved: _____

Scholarship Denied: _____

Foundation Officer: _____ Date: _____

Make Check Payable To: _____

Date of Check: _____ Amount of Check:

Check Number: _____