

# **San Antonio BOMA**

## ***Scholarship Application for Property Management Education***

### **Background of Program**

In 1999, the Board of Directors of San Antonio BOMA approved creation of a program to provide scholarships to students for professional education, either for participation in designation programs offered by the BOMI Institute, or to attend educational programs offered by BOMA (Southwest Conference, Convention, Boot Camp, Top Gun, Medical Office Building Seminars, Executive Education, etc.).

### **Criteria of Scholarship Eligibility**

1. Applicants must be employed by a current Regular Member of San Antonio BOMA and hold a position in the field of commercial real estate, i.e., management or leasing of office, facilities, retail, industrial properties, etc. (i.e., property managers, assistant managers, administrative assistants). The place of business must be within the San Antonio geographical area. If the applicant's employer is not a member of San Antonio BOMA, the company must join for the applicant to be considered for a scholarship.
2. Applicants must submit a letter of recommendation from their supervisor and have long-term career plans in the commercial real estate industry, with at least two years of experience in the field.
3. For BOMI Institute courses – if not previously enrolled in the program, the recipient is responsible for payment of the one-time enrollment fee (currently \$150 for all courses of study). This expenditure is not necessary to apply for a scholarship, but, if approved, it must be paid at the time of course registration.
4. Each scholarship award covers one course or meeting. With each additional course taken, reapplication is necessary. Recipients must complete and pass each course to be eligible for subsequent scholarships.
5. Application for scholarship must be presented to the Education Committee at least three weeks prior to the course start date and/or registration deadline for out-of-town seminars. Failure to meet deadline will eliminate consideration of application unless the SABOMA Board of Directors waives the deadline.
6. The maximum amount of assistance provided for BOMA International programs is 100% of the registration fee, plus (a) \$250 for other expenses associated with a program in Texas or (b) \$750 for other expenses associated with a program out of state.
7. Applicants are eligible for coverage on one out-of-town meeting every two years. In a single calendar year, applicants are eligible for coverage on a maximum of two BOMI courses or one out-of-town meeting.

# San Antonio BOMA Scholarship Application

## **Personal Data**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Scholarship desired for (circle one): RPA FMA BOMA International Program

Name and Location of Course or Meeting \_\_\_\_\_

Amount of scholarship requested: \_\_\_ 100% of BOMI course fee \$ \_\_\_\_\_

\_\_\_ 100% of BOMA educational program fee,  
plus expense stipend

\_\_\_ Partial fee \$ \_\_\_\_\_

Are you a past recipient of a scholarship from San Antonio BOMA? Yes No  
(If yes, please attach proof of course completion with a passing grade.)

What is your company's education reimbursement policy? Are funds available from other sources for reimbursement?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Professional Data**

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Job Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

May we contact your supervisor? Yes No

Building/Facility Manager (if different from supervisor): \_\_\_\_\_

Length of employment: \_\_\_\_\_

(If less than two years, attach similar information for previous employer.)

Brief description of job responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Education and Academic Achievements**

<b><u>Level</u></b>	<b><u>Institution</u></b>	<b><u>Major</u></b>	<b><u>Degree(s) Earned</u></b>
College/ University	_____	_____	_____
Professional Designations Earned	_____	_____	_____
Other Industry Courses Taken	_____	_____	_____

**Two Business/Professional References**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Required Attachments:**

1. Letter of recommendation from employer.
2. If applicable, proof of passing previous courses which were funded through a San Antonio BOMA scholarship.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_